

OUTLOOK

Published by the Society of American Archivists



July/August 2014

www.archivists.org

8 The Regional
Archival
Associations
Consortium

10 Human Rights
Archiving

14 SAA Foundation
Donors



Organizing data for eloquent presentation!



FINDING AIDS and MUCH MORE

Build your Brand with Social Media
Photo Tagging & Crowdsourcing
Digital Asset Management (DAM)

ACCESSIONS & STORAGE

Allocate available warehouse locations for new accessions; find and track requested items; get statistical reports on linear and cubic quantity by collection, accession, donor and others.

CONTENT & METADATA

Describe with DACS, ISAD(G) or RAD and control authorized names with ISAAR; prompt-specific online help for professional describing; rapid capture and linking of digital content, including Email.

RESEARCH

TRACK

PUBLISH

DESCRIBE

REFERENCE SERVICE

Finding aids with intuitive keyword searches or precision logic, shopping cart and automatic email requests. Members self-register for additional online services including workflow status.

CLICK PUBLISHING

Export EAD & MARC with return links for access from library and federated systems. Publish EAD, HTML, PDF, and RTF reports. Get meaningful usage statistics with Google Analytics.



Great reasons for a move to Eloquent:

1. Eloquent is an evolving technology that grows with you. We have moved customers from DOS to Windows, and now to Web, retaining their priceless knowledge base.
2. Every customer gets the same software. A custom license key activates their application (archives, library, museum, and/or records management), their modules, and their capacity.
3. We have only one product, so your updates will give you all the latest Web technology.
4. We have offered Cloud Computing for over 10 years, so have mastered efficient remote support.
5. We are small enough to listen; large enough to deliver.

Eloquent Archives™

800-663-8172/100

www.eloquent-systems.com

3



Crossing Borders

The SAA Student Chapter at Western Washington University hosted a Canadian-American Archival Conference in April to explore universal themes in the archival profession.

Meghan Hiegler

4

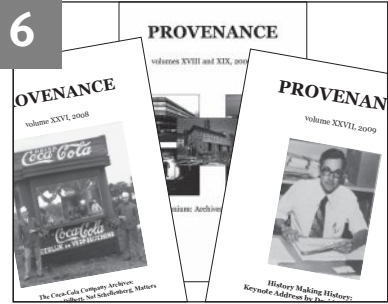


From Prints to Bits

Staff from the National Institute of Standards and Technology give insights on their work to digitize the organization's more than 150 archival photo collections.

Katelynd Bucher and Andrea Medina-Smith

6



Going Digital

The entire runs of *Georgia Archive* and *Provenance: Journal of the Society of Georgia Archivists* are now available online.

Cheryl Oestreicher

FEATURES

7 Bit by Bit

Gaining Knowhow with BitCurator
SAA Members in Texas

8 Better Together

Regional Archival Associations Establish Consortium
Rachel Chatalbash and Amanda Focke

10 Human Rights Archiving

From Postcustodial Theory to Praxis
T-Kay Sangwand

12 Managing SAA's Records

SAA Council Adopts a Records Retention Policy
Beth Kaplan and Bill Landis

14 Contributors Make a Difference!

The SAA Foundation Salutes Its FY2014 Donors

16 Mapping the Financial Future

SAA's FY2015 Budget
Mark J. Duffy

19 Discover DC

Tips from the Host Committee Blog
Beth Davis-Brown and Andrew Cassidy-Amstutz

21 Remembering Terry Cook

Nancy Bartlett

COLUMNS

2 President's Message

Creating an Accessible Association

26 From the U.S. Archivist

Scanning the Past to Make Access Happen

32 From the Executive Director

Goal 3: Advancing the Field

DEPARTMENTS

20 Kudos

20 In Memoriam

22 News Briefs

22 Around SAA

23 Someone You Should Know

Dan Johnson

COVER PHOTO

Standards Staffers: Images of National Bureau of Standards (NBS) personnel, ca. 1918. The National Institute of Standards and Technology (NIST) was founded in 1901 as NBS and is one of the nation's oldest physical science research and metrology laboratories. Almost one hundred women came to work at NBS during World War I, including the first woman with a doctoral degree in physics, who assisted in the preparation of a radio handbook for the Signal Corps. There also were many personnel who had served in the military around this time. For more on the NIST and its photograph collections, see "From Prints to Bits: Digitizing NIST's Archival Photograph Collections" on page 4. *Courtesy of the National Institute of Standards and Technology.*



PRESIDENT'S MESSAGE

Danna C. Bell

dbellr@att.net

Creating an Accessible Association

I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.

—Maya Angelou

I've been wrestling with what I should write in my final column as SAA president. I thought about reprising my final MARAC column and discussing what it takes to be a leader. I thought about covering what the SAA Council and staff did this past year. I considered revisiting hot topics, such as advocacy, employment, or diversity. But then I heard about the death of Maya Angelou and saw the above quote on Twitter, Facebook, and other social media outlets.

Seeing that quote made me think about our discussions at the May Council meeting. We talked about the Archives and Archivists listserv and the concerns readers voiced about the growing lack of civil discourse. We reviewed a draft Code of Conduct for conferences and other SAA spaces to ensure members' safety, security, and ability to express themselves—be they on- or offline. We explored ways to welcome members of diverse communities to SAA and to the profession as a whole.

It's disconcerting to me that we need to create regulations to ensure that people have a positive experience when participating in SAA. However, as Angelou notes, we may not remember the words that

were said or the actions that took place, but we do remember how we felt. If we don't provide a place where people feel safe to share feelings and ideas—even if they're not the same as the majority—we are creating an inaccessible organization where diverse ideas and viewpoints are not accepted and change is impossible.

I don't want SAA to be that kind of organization. We need to hear from all our members, be they new professionals or those with thirty-plus years in the archival trenches. We need to hear from scholars and the "accidental" archivists who learned their craft in professional development courses offered by SAA and regional archival associations. We need to hear conservative and liberal viewpoints. We need to hear from SAA Fellows who helped move our association and profession forward, and from future Fellows who are conceiving new directions for SAA. And, most importantly, we need to be able to listen to one another and work to find solutions and positive experiences together.

I hope that someday we don't have to legislate to protect the rights of people

to speak their truth without the worry of someone threatening them. I hope that someday we can have reasoned discourse with the acceptance that we all have different opinions and can accept that it may be impossible to change a person's mind.

We all come at issues with different lenses. The person you disagree with may have a brilliant idea that will help solve a problem at your repository. That person may post an article that leads you to learn more about a repository that's hiring someone with your skillset. That person may be able to help you master the technology you need to digitize your collection or participate in a Twitter chat. And the feeling that comes from that success will be unforgettable.

* * *

It's hard to believe my presidential year is coming to an end. I'm grateful to so many people who have given me ideas, support, pats on the back, shoulders to lean on, moments of intense laughter, and the occasional push to get me going. This has been an amazing year. Thank you for the honor of serving as your president! ■

ARCHIVAL OUTLOOK



**SOCIETY OF
American
Archivists**

The Society of American Archivists serves the education and information needs of its members and provides leadership to help ensure the identification, preservation, and use of the nation's historical record.

EXECUTIVE DIRECTOR

Nancy P. Beaumont
nbeaumont@archivists.org

WEB AND INFORMATION SYSTEMS ADMINISTRATOR

Matt Black
mblack@archivists.org

DIRECTOR OF PUBLISHING

Teresa M. Brinati
tbrinati@archivists.org

EDUCATION COORDINATOR

Mia Capodilupo
mcapodilupo@archivists.org

DIRECTOR OF FINANCE AND ADMINISTRATION

Peter Carlson
pcarlson@archivists.org

PROGRAM COORDINATOR

René Craig
rcraig@archivists.org

DIRECTOR OF EDUCATION

Solveig De Sutter
sdesutter@archivists.org

SERVICE CENTER REPRESENTATIVE

Lee Gonzalez
lgonzalez@archivists.org

EDITORIAL AND PRODUCTION COORDINATOR

Anne Hartman
ahartman@archivists.org

EDUCATION COORDINATOR

Ania Jaroszek
ajaroszek@archivists.org

SERVICE CENTER MANAGER

Carlos R. Salgado
csalgado@archivists.org

SERVICE CENTER REPRESENTATIVE

Jeanette Spears
jspears@archivists.org

Archival Outlook (ISSN 1520-3379) is published six times a year and distributed as a membership benefit by the Society of American Archivists. Contents of the newsletter may be reproduced in whole or in part provided that credit is given. Direct all advertising inquiries and general correspondence to: Anne Hartman, Society of American Archivists, 17 North State Street, Suite 1425, Chicago, IL 60602; 312-606-0722; toll-free 866-SAA-7858; fax 312-606-0728; ahartman@archivists.org; www.archivists.org.

CROSSING BORDERS



SAA Student Chapter Hosts Canadian-American Archival Conference

Meghan Hiegler, Western Washington University,
SAA Student Chapter

It started with wishful thinking.

Last fall at my first meeting as president of the Western Washington University (WWU) SAA Student Chapter, Vice President Suzie Fusaro suggested organizing a conference. Being deeply involved with WWU's Canadian-American Studies Program, she was particularly interested in hosting an event that would incorporate Canadian archives and archivists. We had discussed a seminar or similar events the year before to no avail.

But this year turned out to be different. Our vague ideas became more and more concrete, and eventually we found ourselves preparing for the first annual Canadian-American Archival Conference based on the theme "Crossing Borders," held on April 17 at WWU. Fusaro, along with Mason Lee Thaut (our budget authority) and I, worked with our advisors—Randall Jimerson from the Archives and Records Management Program and Chuck Hart from the Canadian-American House—to plan the conference, which included four speakers, roundtable sessions, and a lunch.

A Common Theme

The conference featured presentations by four individuals:

- "The Doorway from Heart to Heart: Diversity's Stubbornly Persistent Illusion," Terry Baxter (archivist at

the Multnomah County Archives in Portland, Oregon)

- "If You Follow the Straight and Narrow, You'll Never See What's Around the Corner: Re-Imagining Archival Science for the 21st Century," Dr. Laura Millar (2011 SAA Waldo Gifford Leland Award winner, author, and archival consultant)
- "Preservation in the Cloud. Towards an International Framework for a Balance of Trust and Trustworthiness," Dr. Luciana Duranti (professor and chair of the Master of Archival Science Program and director of the InterPARES Project at the University of British Columbia)
- "Guarding the Guild: The Meaning and Value of Archives," Joshua Zimmerman (archivist and records manager of the Catholic Archdiocese of Seattle)

Each of these talks covered vastly different topics, including the role of diversity, how archivists must adapt to serve patrons in the twenty-first century, a historical overview of the archival profession, and new programs to authenticate and protect digital documents. Despite the range of topics, the speeches all reflected a common theme: the changing role of archivists and how to face and cope with new realities.

Considering the broad theme of the conference in its trial run, the

connections that these presentations made were astounding and indicated that these challenges are not unique to a small group or a single country.

Sparking Discussion

After the presentations, we held roundtable sessions to encourage participants to discuss the presentations and to delve more deeply into the issues raised by interacting with the speakers. WWU Student Chapter member Megan Epperson and I also hosted a roundtable session about our final research articles. Epperson had been researching LGBT archives and I was researching Latin American archives. Our group carried on a profound conversation about archives in our world today, digital security, and human rights activism.

Cooperation Across Boundaries

In the ever-growing body of archival literature, archivists discuss the increasing importance of cooperation and collaboration. This conference, with its theme of cross-border sharing and collaboration, was an attempt to promote more cooperation across boundaries. The presentations provided indications of how Canadian and American archives are different and that they came from a different history. But they also exposed where concerns are aligned and how we can work together to achieve greater success. After all, both countries are dealing with increasing digitization and budget cuts, and the presentations demonstrated how much we could learn from one another.

Continued on page 28 >>



From Prints to Bits

Digitizing NIST's Archival Photograph Collections

Katelynd Bucher and Andrea Medina-Smith, National Institute of Standards and Technology

The National Institute of Standards and Technology (NIST), founded in 1901 as the National Bureau of Standards (NBS), is one of the nation's oldest physical science research and metrology laboratories. It has been instrumental in the development and standardization of many measurements and technologies Americans are familiar with today, such as standard weights and measures, radio navigation, and computer security.

The Information Services Office (ISO) houses the NIST Research Library; the NIST Museum; and archival collections of photographs, oral histories, agency publications, and other materials that record NIST's history. Since 2008, ISO has undertaken several digitization projects to increase the visibility and access to these noteworthy collections.

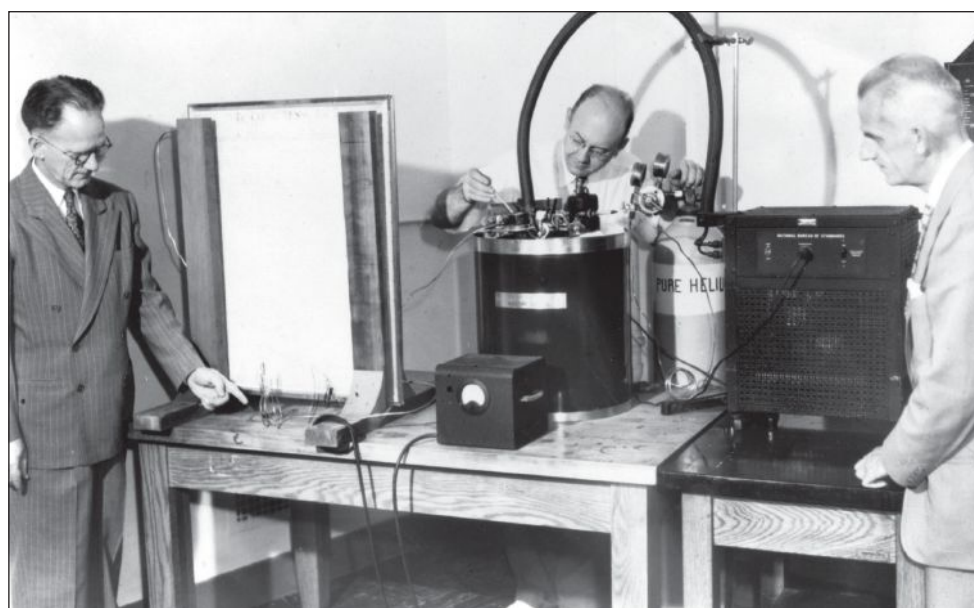
NIST Archival Photograph Collections

The photographs in the NIST ISO archival photograph collections visually document the research NIST has performed since 1901. There are more than 150 archival photo collections, and that number continues to grow. The photos document NIST's history; notable NIST leaders and researchers; and a variety of

research projects, tools, and technological advancements.

In 2012, ISO began digitizing the archival photograph collections and making them available on the NIST Digital Archives (NDA) at <http://nistdigitalarchives.contentdm.oclc.org>. In the last year, more than forty

Above photo: Between 1920 and 1930, the number of cars registered in the United States leaped from 9 to 26.5 million. NBS research on the automobile and the airplane began as an effort to conserve the nation's supply of gasoline and oil in hopes that better knowledge of fuels, ignition, lubrication, and carburation would assist in lowering the gasoline consumption of automobiles. *Courtesy of the National Institute of Standards and Technology.*



In 1939, after an investigation undertaken at the request of the Librarian of Congress, NBS recommended that documents be placed in specially constructed enclosures, that the air in the enclosures be replaced with a chemically inert gas, and that the enclosures be sealed. New enclosures were developed by NBS and the Libbey-Owens-Ford Glass Company. In 1951, the enclosures were completed and the Declaration of Independence and the Constitution of the United States were sealed within them in a ceremony with President Harry Truman. *Courtesy of the National Institute of Standards and Technology.*

archival photograph collections have been posted. The collections are organized by research topic and mainly consist of 8"x10" prints and accompanying negatives created both by official NIST photographers and contracted photographers to document NIST research and events throughout the last century. Until this point, the photo collections were mainly used by NIST research librarians, the NIST Public Affairs Office, and by members of the NIST Standards Alumni Association.

Nearly all the physical collections have one or two photos with a large amount of metadata attached to them, while the rest of the photos have at least a title or caption. The metadata consists both of typed information taken from internal publications and handwritten notations with photograph numbers and references to further resources. The dates, information identifying pictured individuals, and photograph titles, as well as biographic or historical notes, have been arranged by previous NIST librarians who gathered all the metadata and arranged it with the photographs in collections by subject in the early 2000s.

The archival photo collections are catalogued in the NIST Research Library's online catalog at the collection level. The collections' arrangement, brief descriptions included with the photos, and collection-level cataloging over the past decade have laid the valuable groundwork for the current digitization project.

Project Goals and Achievements

The overarching goal of the digitization project is to increase the visibility of NIST's work by making its archival photo collections more easily accessible to the public and the NIST community. To accomplish this, ISO is adding the digitized photograph collections to the NDA as the digitization and metadata creation processes are completed. ISO is also in the process of creating finding aids for each collection to provide additional information.

In 2013, ISO completed its goal of digitizing the most frequently requested archival photograph collections. The goal for 2014 is to digitize the remainder of the archival photograph collections, make them available on the NDA, and more widely publicize the photo collections.

Step by Step

The project team consisted of two metadata librarians and three support staff (an information specialist, editorial assistant, and a digital composition specialist). In addition, two senior librarians with strong cataloging and writing skills as well as in-depth knowledge of NIST's history and research provide guidance and review the finding aids and collection descriptions.

The photographs pass through several steps within the digitization process. First, the photographs are scanned at 600 dots per inch (dpi) in TIFF format. Each scanned photograph is then checked for image quality; we ensure it is straight and complete and without excessive margins and white space. The image is then adjusted or rescanned as necessary. Second, a metadata librarian uses the metadata attached to the print copies of the photos and additional historical resources to create metadata for each photo at the item level using Adobe Bridge's¹ metadata functions. These descriptions are added in two passes: first, the metadata librarian adds a metadata template containing collection-level fields,

Continued on page 29 >>

Only **GAYLORD** can offer you

GUARANTEED IN STOCK

YOU WANT IT? WE'VE GOT IT.

(Or we'll take **20% OFF** the cost of that item!)

Products designated as guaranteed in stock ship same day* with **no expediting fees** and **no minimums**.



For more information visit
www.Gaylord.com/GuaranteedInStock

Gaylord

Your Trusted Source®

CALL: 1-800-448-6160

FAX: 1-800-272-3412

EMAIL: CUSTOMERSERVICE@GAYLORD.COM

*Guaranteed in-stock items ship same day if order is placed before 2:00 pm EST, Monday-Friday. Some restrictions apply.



GOING DIGITAL

Some things are worth celebrating: The entire runs of *Georgia Archive* (1972–1982) and *Provenance: Journal of the Society of Georgia Archivists* (1982–present) are now available online. The sixty issues illustrate the advancements in technology, trends, ideas, practices, and theories that are core to the archival profession. Check them out at <http://digitalcommons.kennesaw.edu/provenance/>.

When I took over as the editor of *Provenance* in January 2012, the idea of putting back issues online was an ongoing project and, admittedly, somewhat daunting. In 2002, *Provenance* published a proposal by Linda Matthews (former editor of *Georgia Archive*, *Provenance*'s predecessor) for an electronic journal, which included these points:

- “Electronic publishing would enhance the recognition and readership of *Provenance* by making it more visible and useful to readers throughout the world, likely increasing the number of submissions for publication.
- The full text of the journal from its first to current issues could be made fully searchable online.
- Users would be able to print those articles of immediate use without having to give shelf space to the whole issue or many issues.
- The Society of Georgia Archivists could be in the forefront of the archives world in making its journal accessible to a worldwide audience and searchable through the web.”¹

Matthews also noted that when David B. Gracy II founded *Georgia Archive* in 1972, “archivists had little professional literature beyond *American Archivist*.”²

Creating the Online Editions

The process to get *Georgia Archive* and *Provenance* online consisted of numerous steps:

- Planning the project and outcomes with an SGA subcommittee
- Working with Kennesaw State University (KSU) to create the online repository
- Tracking down the full runs of *Georgia Archive* and *Provenance*
- Finding a vendor to scan the copies
- Examining every page of the PDFs, straightening/cropping as necessary, checking OCR
- Cutting and scanning missing issues
- Saving PDFs of each individual article
- Creating a metadata spreadsheet for each PDF (nearly six hundred)
- Having *Provenance* board members check files and metadata for accuracy
- Working with KSU to upload the content

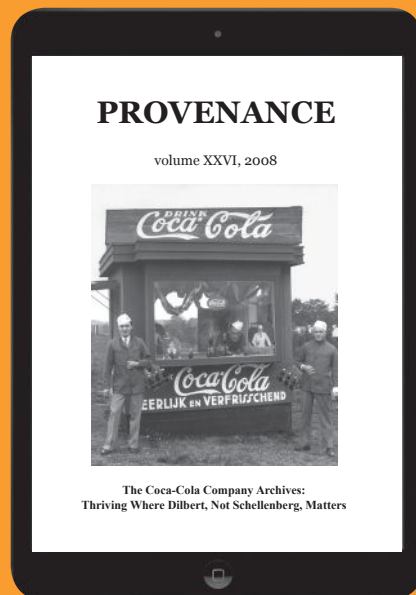
From start to finish, the process took two years.

A Wealth of Content

Because of this project, I’ve become well acquainted with the content in *Provenance* and *Georgia Archive*. There has been a wealth of knowledge published in these journals in the past forty-two years that contributes greatly to archival scholarship. It’s even more interesting to see how far we’ve come. For instance, Glen McAninch’s 1984 article on “microcomputers” (Apple II+) versus networked/main-frame computers notes that “field names had to be limited in length” and data had to be entered in an abbreviated format.³ Today, we have intricate and powerful digital records programs and vast online content that can be accessed through mobile devices.

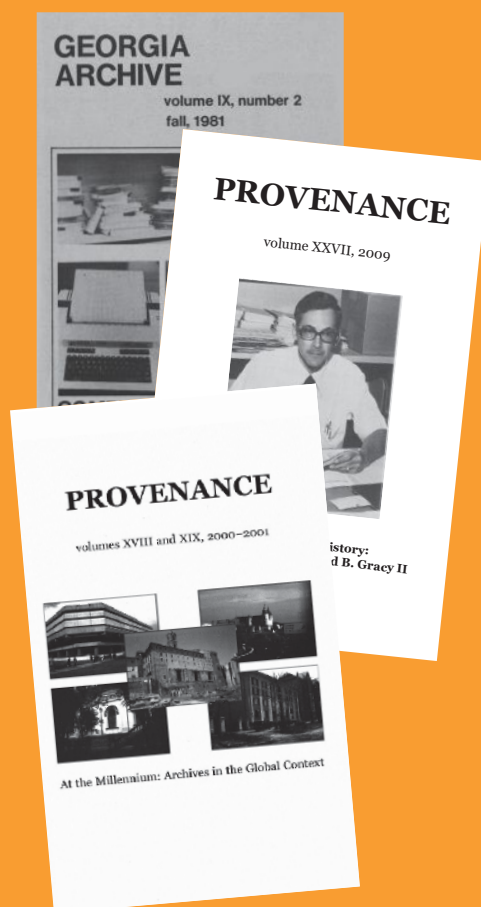
Presentations from SAA Annual Meetings periodically showed up as articles. In the ’70s and ’80s the journals addressed “the archivist as activist,”

Continued on page 30 >



Provenance and Georgia Archive Now Available Online

Cheryl Oestreicher,
Boise State University





SAA Members in Texas

Archivists continue to explore the application of digital forensics to archives practice. The responsibility for acquiring and preserving born-digital records is quickly becoming the norm for most of us. Reviewing and understanding the tools available and in development to assist in digital forensics also is necessary. Archivists from repositories in Texas recently participated in community outreach sessions to learn more about one of these tools: BitCurator.

The BitCurator project is a joint effort led by the School of Information and Library Science at the University of North Carolina at Chapel Hill and the Maryland Institute for Technology in the Humanities. Its goal is to develop a system for collecting professionals that integrates the functionality of existing digital forensics tools into the workflow of libraries and archives.

A “Texas Tour”

BitCurator is now in its second phase of development. Phase I focused on developing the digital forensics software suite for an archival audience. Phase II focuses on outreach and creating a community of users. As part of this process, the team has been conducting onsite visits and trainings. During spring 2014, Texas archivists asked the team to go on a “Texas Tour” by visiting repositories in San Antonio, Houston, and Austin to introduce this technology.

Each site had two days with BitCurator Community Lead Porter Olsen. The visits included an overview of digital forensics, its application in an archival context, and demonstrations of the features and functionality of BitCurator. The groups

also discussed how evaluation tools like BitCurator provide opportunities for expanding born-digital conversations between archivists and systems administrators. On day two of the visits, groups were allowed and encouraged to “play.” From floppy disks to jump drives and old CD-ROMs, participants spent an entire morning testing hardware and software.

Archivists from both large and small repositories on the Texas Tour discovered how BitCurator can help address their specific needs and issues. The following are reflections from several archivists who participated in the tour.

Repository Reflections

San Antonio

- The BitCurator workshop was extremely helpful for me as I prepared to become the archivist at Trinity University. Not only did it provide hands-on training for a tool that will be very useful to a small shop like ours, it also provided a forum to brainstorm ideas for how to implement better preservation of born-digital materials on a tight budget and with very limited staff. Like most archives, we have information in our repository that is stored on obsolete media, such as 3.5-inch floppy disks. BitCurator provides a straightforward way to create disk images, generate checksums, and search for sensitive information, making it possible to save and care for this digital information that is threatened by decaying media. As I begin my work as the special collections librarian and university archivist at Trinity University, I plan to take the information I learned in the workshop and eventually create

a standardized digital preservation workflow that involves BitCurator.

—Megan Toups, Trinity University Library

- The BitCurator training couldn’t have come at a better time. Having just completed a born-digital removable media inventory for SAA’s *Jump In Too/Two* initiative, the need to get the bits off the media was on the forefront of our minds. . . . My favorite features of BitCurator are that it searches files for PII (personally identifying information), recovers and generates a report of deleted files from a disk, searches for duplicate files, generates and verifies checksums, automatically creates PREMIS metadata, and allows users to view files on a disk within the BitCurator interface.

—Amy Rushing, University of Texas at San Antonio Libraries

Houston

- Olsen encouraged hands-on interaction with BitCurator. We provided several examples of the legacy media and current electronic storage formats we encounter at Rice University’s Woodson Research Center. With each example, we worked in the BitCurator environment and with each tool to capture the information we hope to preserve. Olsen also discussed the pros and cons of using BitCurator in three different instances (virtual machine, direct installation, or live CD). He also went over the system components and costs for a basic digital curation workstation. This discussion will be helpful as we express our needs with our internal IT and create a digital forensics workstation. Overall, the

Continued on page 28 >>

Better Together

Regional Archival Associations Establish Consortium

Rachel Chatalbash and Amanda Focke, Co-Chairs, Regional Archival Associations Consortium

Regional archival organizations are the tireless champions of archival collections and the archivists who manage them. They advocate; build relationships with local communities through targeted outreach programs and events; and maintain ties to other professional groups, including librarians, records managers, historians, and genealogists. For many archivists, regional archival organizations serve as their core professional development opportunity.

But regionals work largely in isolation. In an effort to combine forces, archivists representing multistate, state, and local regional organizations from across the country recently came together to form the Regional Archival Associations Consortium (RAAC).

Forming RAAC

In August 2012, representatives from several regional archival organizations gathered during the SAA Annual Meeting in San Diego at a summit devoted to discussing the regionals and their needs. Everyone wanted to know: How could the regionals reach one another in times of need, especially concerning advocacy issues? Could there be a way to share educational programming or collaborate on events? How could the success of one regional be replicated by others?

The summit's participants drafted a set of recommendations from these discussions.

The recommendations included establishing a listserv to ensure ongoing discussion and creating a formal group responsible for increasing collaboration, communication, and resource sharing among regional archival organizations. From these recommendations, we began working to establish RAAC.

A New Collaboration

With members representing forty-three regional archival organizations, RAAC is dedicated to improving collaboration and communication among the regionals and between the regionals and SAA to streamline initiatives, reduce costs, and increase services to archivists around the nation. Led by co-chairs and a steering committee comprising seven individuals, RAAC also includes subcommittees devoted to advocacy, disaster planning and recovery, education, grant development, and public awareness. RAAC also has taken on the responsibility of annually updating SAA's *Directory of Regional Archival Organizations* (<http://www2.archivists.org/assoc-orgs/directory>).

SAA has contributed to the formation of RAAC by providing support from the SAA Council, a listserv through which RAAC representatives can communicate, a microsite for sharing information, and a space at the SAA Annual Meeting where RAAC representatives can meet.

Future Directions

Over the course of the next few years, RAAC hopes to give members insights on the work regional leaders are conducting throughout the nation. RAAC will create resources for members of regionals to share ideas and learn about other regionals' initiatives. On a broader scale, RAAC will foster greater awareness of the achievements of the regionals and the impact they have on our national archival landscape.

More information on RAAC can be found on the group's microsite: <http://www2.archivists.org/groups/regional-archival-associations-consortium-raac>.

We look forward to the work ahead!

Regional Archival Organizations and Representatives Belonging to RAAC

Multistate

- Conference of Inter-Mountain Archivists: Julia Stringfellow (2013–2014)
- Mid-Atlantic Regional Archives Conference: John LeGloahec (2013–2015)
- Midwest Archives Conference: Daria Labinsky (2013–2014)
- New England Archivists: Tessa Beers (2013–2015)

Continued on page 30 >

Archival Certification:

Validate your achievements, knowledge, and skills

The 2015 Certified Archivist examination will be held August 19 in Boise (ID), Buffalo (NY), Cleveland (OH), Jacksonville (FL), Little Rock (AR), and Sacramento (CA)—and wherever 5 or more candidates wish to take it.

In the last six years, more than 900 candidates have taken the examination at over 90 sites throughout the country.

*The 2015 application and more information
will be available January 1 at*

*www.certifiedarchivists.org or
contact the Academy of Certified
Archivists (aca@caphill.com
or 518-694-8471).*

*Make plans now for the 2015
Certified Archivist examination!*



Human Rights Archiving



From Postcustodial Theory to Praxis

T-Kay Sangwand, University of Texas Libraries Human Rights Documentation Initiative

postcustodial theory of archives *noun* ~ the idea that archivists will no longer physically acquire and maintain records, but that they will provide management oversight for records that will remain in the custody of the record creators.¹

The postcustodial model emerged in archival literature in the 1980s, but over the past decade the debate about the model's usefulness and applicability has waned.² Part of this decline could be attributed to the tendency in the professional literature to focus on the theory of the model and rarely draw upon actual use cases of it. Hopefully, providing contemporary concrete examples of the postcustodial model in action will stimulate further discussion and action around the actual challenges and possibilities of this model.

Since 2008, the University of Texas Libraries' (UTL) Human Rights Documentation Initiative (HRDI)³ has used a postcustodial

model of archiving that leverages archivists' professional expertise in service of human rights documentation creators and advocates who do not have the technical, financial, or human resources to ensure that their documentation is preserved and accessible far into the future.

Although we've found that a postcustodial archival model is an essential tool within the human rights context, the postcustodial model also can be implemented in other archival contexts and enables archives to consider new possibilities for collaboration in collection development, preservation, and access. As digital preservation remains an ever-moving target, it's important for

archivists to draw on diverse tools and methodologies that will facilitate their work in preserving the historical record.

Why the Postcustodial Model

UTL established HRDI with the goal of partnering with human rights advocates and organizations to preserve their fragile audiovisual documentation that would be important for the historical record as well as future education and advocacy efforts. To date, HRDI has established partnerships with seven organizations that are creating and/or collecting documentation of human rights violations: Free Burma Rangers

(Southeast Asia), National Police Historical Archive (Guatemala), Kigali Genocide Memorial (Rwanda), Museum of the Word and Image (El Salvador), National Security Archive (United States), Texas After Violence Project (United States), and WITNESS (United States).



Above: Screenshot from the oral testimony of genocide survivor MUKUNDWA Safi. *Courtesy of Genocide Archive of Rwanda.*

Photo to left: The National Police Historical Archive in Guatemala contains more than 80 million pages of documents, the largest collection of human rights records in Latin America. *Courtesy of the Archivo Histórico de la Policía Nacional.*

The documentation held at these organizations includes video testimonies by Rwanda genocide survivors, raw footage of undercover investigative journalism on human trafficking, guerilla radio broadcasts during El Salvador's civil war, official documentation regarding disappearances and extrajudicial killings during Guatemala's civil war, and oral histories with people who have been directly affected by capital punishment in Texas.

Initially HRDI envisioned that it would use a centralized archival model in which individuals and organizations would send their materials to UTL for digitization and/or deposit. We soon learned, however, that potential human rights partners were understandably wary to send their materials to a distant repository, even if temporarily. Removing the documentation from its original context disrupts the partners' operations, be it education or advocacy, and shipping already fragile archival materials puts them more at risk.

Furthermore, as with any collaboration, trust plays a key role in the success of postcustodial partnerships. When operating out of a large institution in the United States, this trust is earned and not assumed

due to histories in which the United States had been an explicit or complicit partner in human rights violations that occurred in countries in which HRDI partners reside, such as Rwanda,⁴ Guatemala,⁵ and El Salvador.⁶ Thus HRDI had to consider alternative archival models that would help build trust and address partners' preservation and access concerns.

Postcustodial Theory and Practice

The implementation of a postcustodial archival model necessitates that archival preservation begins at the materials' inception, not when they are no longer in high use. Through these partnerships, HRDI provides partner organizations with the necessary equipment and training to incorporate preservation practices into the organizations' existing workflows. As a result of this training, local staff at partner organizations digitize their materials onsite, and the resulting digital copies are sent back to HRDI for long-term preservation should anything befall the original materials. The original materials remain with partner

Continued on page 31 >>

ROWMAN & LITTLEFIELD

Kate Theimer, author of the popular blog ArchivesNext and former member of the Council of the Society of American Archivists, has compiled must-read guides for archivists. With case studies, replicable examples, and clear prose, these books will be an asset for anyone working in an archive or special collections.



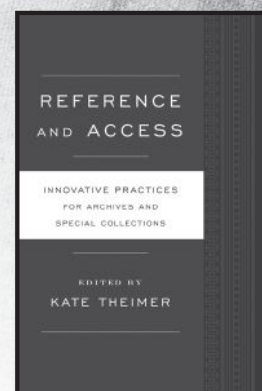
978-0-8108-9095-4 • \$55.00 • Paper
978-0-8108-9096-1 • \$54.99 • eBook



978-0-8108-9097-8 • \$55.00 • Paper
978-0-8108-9098-5 • \$54.99 • eBook



978-0-8108-9093-0 • \$55.00 • Paper
978-0-8108-9094-7 • \$54.99 • eBook



978-0-8108-9091-6 • \$55.00 • Paper
978-0-8108-9092-3 • \$54.99 • eBook

Use promo code 7APASCAD for
30% off when you purchase all four titles!

www.rowman.com | 800-462-6420

Managing SAA's Records

SAA Council Adopts a Records Retention Policy

Beth Kaplan and Bill Landis, SAA Council

The Council accomplished a goal at its May 2014 meeting that has been hovering on various to-do lists for years: adoption of a new Records Retention Policy (RRP) and program for SAA. The rapid growth of the SAA website as the go-to venue for members, groups, and staff to share information about their activities, coupled with the Council's decision in August 2010 to use the website, rather than *The American Archivist*, as the location of record for Council meeting minutes, meant that something needed to be done to ensure long-term preservation of SAA's web content deemed to have enduring value to the organization and its members.

Drafting the RRP

Discussions about this goal and related issues over the intervening years led to a realization that addressing the capture and preservation of web content was contingent on having a robust records management program in place for SAA records. In January 2013, the Council tasked a working group—SAA Archivist Michael Doyle, Records Management Roundtable representative Brad Houston, Council members Beth Kaplan and Bill Landis, former Council member Donna McCrea, and SAA staff member (and chief records wrangler) René Craig—to draft an RRP and accompanying schedules for SAA records.

Seventeen conference calls and several interviews with key records creators resulted in the RRP http://www2.archivists.org/governance/handbook/appendices/app_a/Records_Retention_Policy, which includes ten individual record schedules for SAA and a separate schedule for the general records of the SAA Foundation, recently approved by the Council. The general policy outlines the scope for SAA's records program; assigns responsibilities for records management within the SAA office and for the transfer of records scheduled for long-term retention in the SAA archives; charges the Executive Committee of the Council with maintaining the records schedules over time; and identifies specific types of records for capture by web crawls being undertaken by the staff at the University of Wisconsin–Milwaukee (UWM) Archives, the repository for SAA's archives.

Schedules for Component Groups

Records schedules for Council-appointed groups (e.g., committees, boards, working groups, and task forces), external representatives (e.g., SAA's representative to the International Council on Archives Section on Professional Archival Associations), and member-affiliation groups (roundtables and sections) may be of the broadest interest to SAA members. Records from these groups scheduled for transfer to the SAA archives will be captured by web crawls of their SAA-supplied microsites. These microsites should be used, in the interests of transparency and good communication with members and others, for posting all records of importance to these groups and to the broader SAA membership.

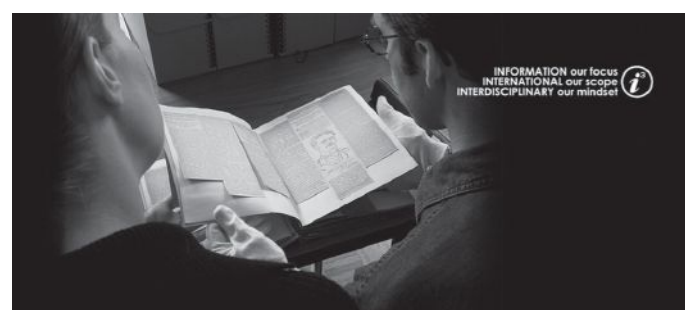
Craig currently serves as the designated records liaison for the SAA office, and questions about records retention for SAA groups and representatives should be directed to her (rcraig@archivists.org).

Working with UWM

The approval of a new RRP for SAA represents an important new phase in its collaboration with UWM Archives. UWM Archives' use of the fee-based Archive-It web archiving service and preservation and storage costs for audiovisual files, such as SAA Annual Meeting session recordings, may necessitate an annual contribution from SAA for the long-term maintenance of records of enduring value to the organization and its members.

* * *

The new RRP—together with the records schedules, undertaking periodic web capture, and appointment of a dedicated records officer at the SAA office—establishes a framework for more transparent and more intentional records management at SAA. This new suite of tools and processes will enable more systematic identification, capture, and long-term preservation of permanent SAA records in all formats to create a continuum of rich organizational and historical content that bridges the paper based, the digitized, and the born digital. ■



Certificate of Advanced Study (CAS)
Archives and Records Administration

University of Wisconsin- Milwaukee CAS in Archives and Records Administration provides advanced course work for professionals who hold a MLIS or related Master's degree. Students develop their specialty through 15 credits of graduate coursework. This Program may be completed on-site or entirely on-line.

ONLINE COURSES

- No residency requirement
- Students pay in-state tuition plus on-line technology fee regardless of location

FOR MORE INFORMATION CONTACT

Ph: 414-229-6929
E-mail: sois-archivesinfo@uwm.edu
www.uwm.edu/sois/programs/cas

UNIVERSITY of WISCONSIN
UWMILWAUKEE
School of Information Studies



SPECIALISTS IN DIGITIZATION AND CONTENT LIBRARIES

Heritage Werks specializes in digitizing historical collections. We're the only company in North America that combines certified archivists, state-of-the-art digitization equipment and web-based platforms to provide the highest level of digital preservation and access to historical collections.

SERVICES INCLUDE

- Scanning prep and digitization of:
 - Documents (including fragile, oversized and bound catalogs, publications, manuscript collections, advertisements)
 - Photographs, negatives and slides
 - Objects
 - Film, audio and video (all formats)
 - Microfilm and microfiche
 - Maps, drawings and artwork
- Processing and cataloging
- Preservation
- Metadata tagging
- OCR word-searchable PDFs
- Data migration
- Database development
- Digital asset management
- Collection management platforms
- Web-based access



STATE-OF-THE-ART DIGITIZATION CENTER

Heritage Werks utilizes state-of-the-art equipment including book, overhead, large-format, color and grayscale scanners at our specially designed archival facility.

HeritageWerks®

Atlanta • Chicago • Los Angeles • Washington, DC www.heritagewerks.com

For a free quote call: **(866) 846-8054**
or email: archives@heritagewerks.com

CONTRIBUTORS

Make a Difference!

The SAA Foundation Salutes Its FY2014 Donors

The SAA Foundation thanks the 202 individuals and organizations who donated to the Foundation in Fiscal Year 2014 (July 1, 2013, to June 30, 2014). The Foundation has an ambitious mission: "To enrich the knowledge and enhance the contributions of current and future generations by championing efforts to preserve and make accessible evidence of human activity and records of enduring value." The \$55,464.87 in donations will be used to support the initiatives, scholarships, and awards that will make a difference for archives and archivists. Thank you for your generosity!



PRESIDENT'S CIRCLE

Greater than \$5,000

Fynnette L. Eaton
Larry J. Hackman
F. Gerald Ham



PHILANTHROPIST

\$1,001 to \$2,500

Bruce H. Bruemmer
Richard A. Cameron
Maarja Krusten
Helen R. Tibbo
Becky Haglund Tousey



FOUNDER

\$501 to \$1,000

Jackie M. Dooley	Dennis E. Meissner
Linda Edgerly	Kathleen D. Roe
Peter B. Hirtle	James M. Roth
Wilda D. Logan	Margery N. Sly
Brian Martin	



PATRON

\$251 to \$500

Elizabeth W. Adkins
Nancy Perkin Beaumont
Kim L. Bishop
Mary Caldera
Maygene Daniels
Mark J. Duffy
David S. Ferriero
James E. Fogerty
William E. Landis
Michelle Light
Trudy Huskamp Peterson
Ben Primer
Ann Russell
Deborah S. Skaggs
Megan Sniffin-Marinoff
Gregor Trinkaus-Randall
Lisa Weber



FRIEND

\$101 to \$250

George W. Bain
Brenda S. Banks
Danna C. Bell
Charlotte B. Brown
Nicholas C. Burckel
Richard J. Cox
Daria D'Arienzo
Susan E. Davis
Elaine Engst
Max J. Evans
John A. Fleckner
David B. Gracy
Jennie Diaz Guilbaud
Brenda S. Gunn
Robert Horton
Geoffrey A. Huth
Randall C. Jimerson
Elizabeth Ferguson Keathley
Jessica L. Klein
Jeannine T. Levesque
Waverly B. Lowell
William J. Maher
Jennifer Marshall
Barbara L. Narendra

Michele F. Pacifico
 Danielle Cuniff Plumer
 Shelby Sanett
 Amy C. Schindler
 Simmons College
 Virginia H. Smith
 Sharon Gibbs Thibodeau
 John J. Treanor
 Diane L. Vogt-O'Connor
 Christine Ward
 Bradley D. Westbrook
 Christa J. Williford
 Elizabeth Yakel



DONOR

Up to \$100

Margaret O. Adams
 Maija Anderson
 Michael Arbagi
 Barbara E. Austen
 Maurita E. Baldock
 Elizabeth S. Banks
 Nancy Bartlett
 Virginia L. Beatty
 Lewis J. Bellardo
 Rebecca Bizonet
 Frank Boles
 Lorene Broersma
 Valerie G. Browne
 Sarah Buchanan
 Stuart Campbell
 Julie Carlsen
 William C. Carpenter
 Marietta R. Carr
 Elizabeth Carroll-Horrocks
 James F. Cartwright
 Andrew Cassidy-Amstutz
 Erika B. Castano
 Courtney E. Chartier
 Jennifer Coggins
 Faith Coleman
 Thomas Connors
 Margaret M. Cornell
 Elizabeth Cousins
 Lisa L. Crane
 Beth Dalton
 Kate Deviny

Mimi Dionne
 Anita Taylor Doering
 Lawrence Dowler
 Christian Dupont
 Rebecca Elder
 Daryn Eller
 Maria Rita C. Ferraris
 Elsie T. Freeman Finch
 Rosemary Pleva Flynn
 Dennis Frank
 Patricia Galloway
 Benjamin Goldman
 Rebecca Goldman
 Mark A. Greene
 Sara Griffiths
 Peter Gottlieb
 Judy Ham
 Rebecca Hankins
 Rebecca E. Hatcher
 Mary E. Herbert
 Deborah R. Hollis
 Gregory S. Hunter
 John Hyslop
 Laura Uglean Jackson
 Paulette Jayabalan
 Jennifer I. Johnson
 William L. Joyce
 Christian D. Kelleher
 Debra Kimok
 Laura A. Kiritsy
 Ryder Kouba
 Jim Kuhn
 Rebecca Landel-Hernandez
 Hana Lang
 John LeGloahec
 Nancy Zimmelman Lenoil
 Helena Leonce
 Lydia Lucas
 Charles Martin
 Linda M. Matthews
 Brenda S. McClurkin
 Susan McElrath
 Colleen McFarland
 Nancy Y. McGovern
 Marcia C. McIntosh
 Sybil B. McNeil
 Kaye Lanning Minchew
 Megan L. Moholt
 Sammie Morris
 Eva S. Moseley

Judie D. Moses
 Derek Mosley
 Timothy D. Murray
 Kathryn M. Neal
 Lisa Nguyen
 Chon A. Noriega
 Amanda Norman
 Ayako Ohkura
 Michael C. Oliveira
 Whitney Olthoff
 Rosemarie Panko
 Alice Pepper
 Noah Phelps
 Megan E. Phillips
 Nancy S. Picchi
 Timothy D. Pyatt
 Allen Ramsey
 Deborah Rice
 Sherwin Rice
 Deborah A. Richards
 Dennis R. Riley
 Grant J. Roedl
 Norma Rosado-Blake
 Lisa E. Samson
 Helen W. Samuels
 Kevin W. Schlottmann
 Patricia Lyn Scott
 Kelcy Shepherd
 Robert Sieczkiewicz
 Susan Skoog
 Helen Wong Smith
 Holly A. Smith
 Lynn A. Smith
 Kristy Sorensen
 Jennifer L. Spamer
 Alison Stankrauff
 Leon J. Stout
 Kazuya Tominaga
 Sue R. Topp
 Deborah A. Torres
 Susan Tucker
 Bruce Turner
 Joan Van Albada
 Carol Waggoner-Angleton
 Justine Wagner-Mackow
 Bettina B. Warkentin
 Edward Weldon
 Valerie Wingfield
 Elisabeth Wittman
 Deborah Wythe

Mapping the Financial Future

SAA's FY2015 Budget

Mark J. Duffy, SAA Treasurer

Among the half-dozen fortune cookie slips I have pinned to the wall in my office is an especially erudite one: “*A metaphor could save your life.*” Pulling the 83-page **SAA FY2015 Budget** together is a serious stride through our voluntary association’s financial realities, which has no relationship to fortune telling, but is not altogether without its predictions and faith in good fortune.

Like all projections, the budget comes wrapped in assumptions, best estimates, and many high hopes. SAA’s budget takes the best information we have available and projects it eighteen months into the future—hopeful that we leave the organization in an even stronger fiscal position for the next round of planning.

A good budget can tell you as much about an organization’s future as its current bottom line. The trend line, or as SAA’s new Director of Finance Peter Carlson offered in a moment of droll accounting speak, the “leading and lagging indicators,” are strong. We have many more leaders than laggards and much to celebrate in the FY2015 Budget in terms of new initiatives, built-in flexibility for programs to change, and an overall strengthening of our organizational capacity.

Unfolding the budget beyond a high-level summation begs for a metaphor, and the mapping function is too obvious to resist. I think of the SAA Budget as essentially comprising three kinds of maps—infrastructure maps, road maps, and topographics—each represented by accounting statements that describe in different ways a set of fiscal controls designed to render our finances transparent, standard, and understandable.

Program Planners (or Infrastructure Maps)

The infrastructure maps are the so-called program planners—elaborately detailed worksheets the staff uses for the budget-planning process. The department heads use these worksheets to build from the ground up and look carefully at performance and trends occurring in every aspect of programs and services. This task has to start fairly early in the new calendar year; the Finance Committee and Council must review and approve the plans prior to the start of the fiscal year on July 1. One comes to appreciate staff members’ expertise in their areas as they cut the “that didn’t work” expenses and gently build in some room for contingent expenses (a “conservative” budget). These budget worksheets are like the utilities, water mains, sanitation tunnels, and other support lines that constrain the directions we can plausibly move in and the money we’ll need to get there. The Annual Meeting program planner (#194!) is one of my favorites for demonstrating the level of transparency we maintain in our financial planning process.

Budget Master Income Statement (or Road Map)

The executive and finance directors feed the program planners into a standard accounting package that spits out road maps, or projections based on expected revenue. Directors use these projections to ensure SAA maintains a standard balance sheet with a positive financial

outcome. This iterative negotiation results in a series of income statements for each cost center and an overall budget master income statement, which is an industry-standard financial statement of operations and a key guide to the bottom-line product of the months-long, ground-up planning. With this road map, we have an objective way to analyze, compare, or measure the overall financial impact of SAA’s programs, services, and strategic initiatives.

Budget Narratives (or Topographic Maps)

The final piece of guidance—the topographic map—is the one that makes the budget understandable. The vast majority of our members aren’t so keen on deciphering complex number arrays, but they do want to know the outcomes of their spending (dues, registrations, etc.). Staff prepares the budget narratives, which become a big-picture map that illustrates how SAA’s Strategic Plan, operational requirements, and funding resources come together to set the overall agenda for doing business as a financially secure and mission-oriented operation. The narratives offer a program-by-program overview of both the vistas of good news and the potential potholes we can anticipate in managing our financial future.

Measuring Priorities

Taken as a whole, SAA’s budget maps are not a measure of our programmatic success or weakness (that’s another set of tools), but rather a measure of our priorities as a professional association. Altogether, the budget is a statement in numbers of what we value and where we want most to put our treasure to work. The expense side of the budget draws our attention in that regard. Its major categories are personnel and member services, in addition to large items like rent, travel, and depreciation. SAA’s FY2015 Budget projects approximately \$2,605,831 in expenses. Member dues, Annual Meeting revenue, and income from our education, publishing, and other programs will, we hope, bring in \$2,652,107.

If all goes well, we will realize a planned net gain next year of at least \$46,278. This is where our fortune-telling skills really matter because that fair sum is a fraction of the money we’ll need to build our technology fund for communication and data management upgrades. The depreciation line mentioned previously is notable because it marks the dwindling value of our aged and worn IT systems—a sign that SAA, as a voice of an information profession, must devote resources to updating the technology we use.

For now, our vision for next year’s budget surplus is only real in our heads. We are certain, however, that the 2015 budget will set aside funds for immediate, new investments, much of them to assist in implementing the recently adopted Strategic Plan. Here’s a look at the investments we’re planning:

Professional Advocacy (Within and Outside of SAA)

- Increase spending by 74 percent overall
- Provide no- and low-cost member resources, including an advocacy guide, workshop training, on-demand webinar, and metrics for gauging impact

- Expand public awareness capacity through the Committee on Public Awareness and the Committee on Advocacy and Public Policy, including utilizing professionals to develop a design and ongoing publicity and media plan

Member Education and Knowledge

- Expand the successful education program by streamlining the curriculum and adding new courses
- Develop new continuing education and training tracks in arrangement and description
- Further offerings of webinars as a low-cost educational alternative
- Migrate *The American Archivist* to a new online journal hosting service
- Focus on the Trends in Archives Practice Series and rebuild the Archival Fundamentals Series
- Develop options for members to opt out of the print edition of *Archival Outlook*

Enhanced Member Experience at Annual Meetings

- Give access to AV services to all component groups
- Support affordable child care for Annual Meeting attendees
- Continue to explore new opportunities identified by the Annual Meeting Task Force

Staff Development and Retention

- Provide continuing education and professional development opportunities
- Adjust salaries for staff retention in a challenging employment market

The 2015 budget responds to several forces of change underway: the Annual Meeting, the publishing field and communication, the demand for education and training, and the call for resources so archivists can speak convincingly about public issues in their professional domain. In the information profession, we must commit to seriously investing in the association's technology and communication infrastructure or be sidelined by others.

As an institutional archivist, I've learned to read the future of an organization through its budgets and financial history. SAA faces formidable challenges in the future as predictable dues adjustments disappear and membership enrollment flattens. For the near future, which is fairly manageable, members can feel confident that we operate on solid ground. Between our strategic planning and multifaceted budget, we have a reliable set of maps to point the way. ■

For More Information

- See the entire SAA FY2015 Budget at: <http://www2.archivists.org/sites/all/files/0514-V-A-1-FY15Budget-SortbyProgram.pdf>.
- See the Annual Meeting program planner on pages 68–76 at the link above.
- See the Budget Master Income Statement on page 3 at the link above.
- For more on depreciation, see: <https://www.boundless.com/accounting/controlling-and-reporting-of-real-assets-property-plant-equipment-and-natural-resources/depreciation-of-assets/>.

Preserving...

Shanghai Poster

永不退 永不退

Let us send you a trial Four Flap Enclosure sample
800-526-5640 | info@archival.com

ARCHIVAL.COM

TRENDS IN ARCHIVES PRACTICE

GET ON TREND WITH THESE AGILE, USER-CENTERED RESOURCES FROM SAA!

ARCHIVAL ARRANGEMENT AND DESCRIPTION

Edited with an introduction by Christopher J. Prom and Thomas J. Frusciano.

Includes:

- **Module 1: Standards for Archival Description**
by Sibyl Schaefer and Janet M. Bunde
Untangles the history of standards development and provides an overview of descriptive standards that an archives might wish to use.
- **Module 2: Processing Digital Records and Manuscripts**
by J. Gordon Daines III
Builds on familiar terminology and models to show how any repository can take practical steps to process born-digital materials and to make them accessible to users.
- **Module 3: Designing Descriptive and Access Systems**
by Daniel A. Santamaria
Implementation advice regarding the wide range of tools and software that support specific needs in arranging, describing, and providing access to analog and digital archival materials.

Published by SAA (2013)
6x10 | 230pp. | Soft cover | EPUB | PDF
\$34.99 (SAA Member: \$24.99)

Modules also sold separately in e-format
\$14.99 (SAA Member: \$9.99)



Browse and buy archives titles at
www.archivists.org/bookstore.

COMING 2014–2015

Module 4: Becoming a Trusted Digital Repository
by Stephen Marks

DIGITAL PRESERVATION ESSENTIALS

Edited with an introduction by Paul Conway and Christopher J. Prom

- **Module 5: Acquiring Knowledge and Skills**
by Helen Tibbo
- **Module 6: Achieving Organizational Readiness**
by Nancy McGovern
- **Module 7: Preserving Digital Objects**
by Erin O'Meara and Kate Stratton
- **Module 8: Implementing Storage Technologies**
by Jessica Colati

RIGHTS IN THE DIGITAL ERA

Edited with an introduction by Menzi Behrnd-Klodt and Christopher J. Prom

- **Module 9: Understanding Copyright Law**
by Heather Briston
- **Module 10: Balancing Privacy and Restrictions: Personal and Family Papers**
by Menzi Behrnd-Klodt
- **Module 11: Balancing Privacy and Restrictions: Organizational, Business, and Government Records**
by Menzi Behrnd-Klodt
- **Module 12: Managing Rights and Permissions**
by Aprille McKay

TEACHING WITH PRIMARY SOURCES

Edited by Lisa Hinchliffe and Christopher J. Prom

- **Module 13: Contextualizing Archival Literacy: Environments and Issues**
by Beth Yakel
- **Module 14: Teaching with Archives: A Guide and Manual**
by Sammie Morris, Tamar Chute, and Ellen Swain
- **Module 15: Helping Students Learn: Cases and Examples**
by Sammie Morris, Tamar Chute, and Ellen Swain

PUTTING DESCRIPTIVE STANDARDS TO WORK

- **Module 16: Implementing DACS**
by Cory Nimer
- **Module 17: Introducing EAC-CPF**
by Katherine Wisser
- **Module 18: Using EAD3**
- **Module 19: Repurposing Archival Metadata**

ARCHIVAL APPRAISAL AND ACQUISITION

- **Module 20: Collecting Digital Manuscripts**
by Gabriela Redwine and Megan Barnard
- **Module 21: Appraising Electronic Records**
- **Module 22: Accessioning Digital Archives**



DISCOVER

★ DC ★

Tips from the Host Committee Blog

Beth Davis-Brown and Andrew Cassidy-Amstutz, Host Committee Co-Chairs, 2014 CoSA, NAGARA, and SAA Joint Annual Meeting

To help you navigate and enjoy Washington, DC, during the Joint Annual Meeting August 10–16, the Host Committee has written an array of blog posts. Here's a recap of posts you'll definitely want to check out before you arrive in the nation's capital! The blog address is <http://archivesdc2014.wordpress.com>.

Getting Around

Various ways to travel to the Greater DC area were reported on earlier in the year by transportation mavens Caroline Muglia and Morgan Sawicki. They continue their excellent advice with two posts about how to get around the city after you've arrived. Their May 30 post gives helpful hints on the Metro (subway), buses, and automobile, including both taxis and the new car share services, Lyft and Uber. Their June 2 post discusses seeing the District via bicycle, Segway tours, and good old-fashioned walking, and provides a reminder about the MARC train service between DC and Baltimore. DC Ducks amphibious tours were explored on May 5. (Even though the “quacker” tours may seem like a tourists-only activity, local residents can enjoy a new and *free* way to experience the city when accompanying an out-of-towner who purchases a ticket.)

Fun for All

Visitors tend to think of DC as a stuffy, serious, “all-business-all-the-time” kind of place

to tour historic and educational venues, but Jennifer Kinniff and Cheryl Stadel-Bevans show you another side of the city with their May 27 post, “Kid-Friendly DC.” Kinniff and Stadel-Bevans provide a thorough summary of places where children can run around, play in water, learn about other species—the National Zoo is just a stone's throw from the conference site—and visit kid-oriented educational attractions.

As for entertainment more suitable for the over-twenty-one crowd, Kinniff's April 28 post gives tips on beer and breweries.

Service Projects and Outings

Interested in sharing your time? Carole Prietto has done a fabulous job of lining up a community service project at the DC Central Kitchen during the conference. See more details on this project in her May 13 post.

For those with time for a day trip before or after the conference, we've covered three fun outings you may wish to consider. In an April 25 post, Prietto writes about how to enjoy the historic attractions in Gettysburg, Pennsylvania. Nadia Nasr shares ideas about how to get to and what to do in two of Maryland's major cities—Baltimore and Annapolis—in her April 18 and April 22 posts.

Finally we've profiled a number of neighborhoods, including brief descriptions and lists of amenities, restaurants, and attractions

in areas such as Georgetown, the U Street Corridor, Dupont Circle, Adams Morgan, Cleveland Park, and Woodley Park. Stay tuned for upcoming profiles of Logan Circle, Columbia Heights, Chinatown, the Atlas District, Capitol Hill, Eastern Market, and many other exciting neighborhoods around town. Andrew Cassidy-Amstutz has been the principal author of these posts, with help from Casey Coleman.

You'll also want to review the repository tours that we have lined up on Tuesday, August 12, and Wednesday, August 13 (see <http://www2.archivists.org/2014/washington/Repository-Tours>). They're a great way not only to learn about interesting and unique archival repositories in the DC Metro area, but also to see some of DC before the conference starts and meet other attendees. Tour the collections of the Smithsonian Institution Archives, the National Library of Medicine, the DC Historical Society, and the National Gallery of Art, to name just a few of the participating repositories. New tours will be added between now and August 12, so check the website regularly. Space is limited for many of the repository tours, so make sure you secure your spot by contacting the person who is responsible for each tour (see “Contact Information”).

In addition to these fun and informative posts, look for new ones on the Host Committee blog as we get closer to the CoSA, NAGARA, and SAA Joint Annual Meeting! ■

Above left: DC Ducks Tour in front of the Capitol. *Courtesy of Destination DC.* **Right:** Shopping on M Street in Georgetown. *Courtesy of Destination DC.*



Caitlin Birch has been appointed the digital collections and oral history archivist at Rauner Special Collections Library at Dartmouth College. This newly created position coordinates and manages born-digital manuscripts and archival records as well as overseeing the library's oral history

program, which involves planning, managing, and implementing oral history projects.



Heather Briston recently was appointed the university archivist at the University of California, Los Angeles (UCLA). Previously she was head of public services for UCLA Library Special Collections. Prior to UCLA, she worked as the Richard and Mary Corrigan Solari University Historian and

Archivist at the University of Oregon.



Tom Hyry will begin his appointment this September as the Florence Fearington Librarian at Houghton Library, Harvard University. He will lead Houghton's collections, programs, and operations and will sustain and expand the library's ongoing efforts in acquisition, curatorship, service, and outreach. He currently is director of

special collections at the library of the University of California, Los Angeles.



Beth Kaplan recently joined George Washington University Libraries as the associate university librarian for Special Collections, Archives, and the Global Resources Center. Kaplan previously worked at the University of Minnesota, where she headed the archives and codirected

the successful establishment of the institutional repository, the University Digital Conservancy.



Joan Schwartz has been awarded a Social Sciences and Humanities Research Council Insight Grant for her project "Picturing Canada: Photographic Images and Geographical Imaginings in British North America, 1839–1889." The project aims to update and expand understanding

of the history of photography in Canada and the contribution of photographic images to geographical imaginings about Canada.



Dr. Fred Stielow was recently named dean emeritus of the American Public University System, a fully online institution offering educational programs to adult learners. Stielow retired in early 2014 after ten years of service to the university as vice president and dean of libraries. Stielow also will be

named an SAA Fellow at the 2014 CoSA/NAGARA/SAA Joint Annual Meeting.



Alden N. Monroe has retired from the Alabama Department of Archives and History after serving in numerous positions since 1985, most recently as the head of collection management. Monroe has been responsible for overseeing the registration, processing, and preservation of state,

local, and private records, photographs, state publications, maps, audiovisual materials, museum artifacts, and rare books and serials. He supervised a staff of four to twenty-four permanent employees as well as numerous students, interns, and volunteers.

Monroe has made important contributions to the profession, particularly in the area of arrangement and description for government records. He was a leading participant in the early work of the Research Libraries Group to include state government records in the Research Library Information Network (RLIN) catalog, which involved finding creative ways to adapt government records descriptive practices to meet the developing overall standards for archival description and automated access.

In addition to being named an SAA Fellow, Monroe served on a range of SAA groups, including the Description Section, the Committee on Goals and Priorities, the Technical Subcommittee on Descriptive Standards, and the Program Committee, as well as chairing the Appointments and Host committees. Monroe also has been an important force in the archival community in the South and Alabama, serving as an active member of the Society of Alabama Archivists as well as its president.

It has been my pleasure and honor to work with Monroe since November 1985. He was much more than a supervisor; he was a mentor. Monroe is perceptive, collegial in approach, and generous in nature. We at the Alabama Department of Archives and History wish him all the best in his well-earned retirement.

—Mike Breedlove, Alabama Department of Archives and History

IN MEMORIAM

Rabia Gibbs passed away on June 15. Gibbs had worked for the University of Tennessee (UT) Libraries since 2010, when she began her work as a diversity resident librarian. In 2012 she was appointed digital services and access librarian in Special Collections. Gibbs was passionate about digitizing manuscript materials and had recently received a grant from the National Historical Publications and Records Commission to digitize historical records for the World War II Oral History Migration Project at UT Libraries. Gibbs also served on SAA's Diversity Council and was formerly editor of the *Archives and Archivists of Color Newsletter*.

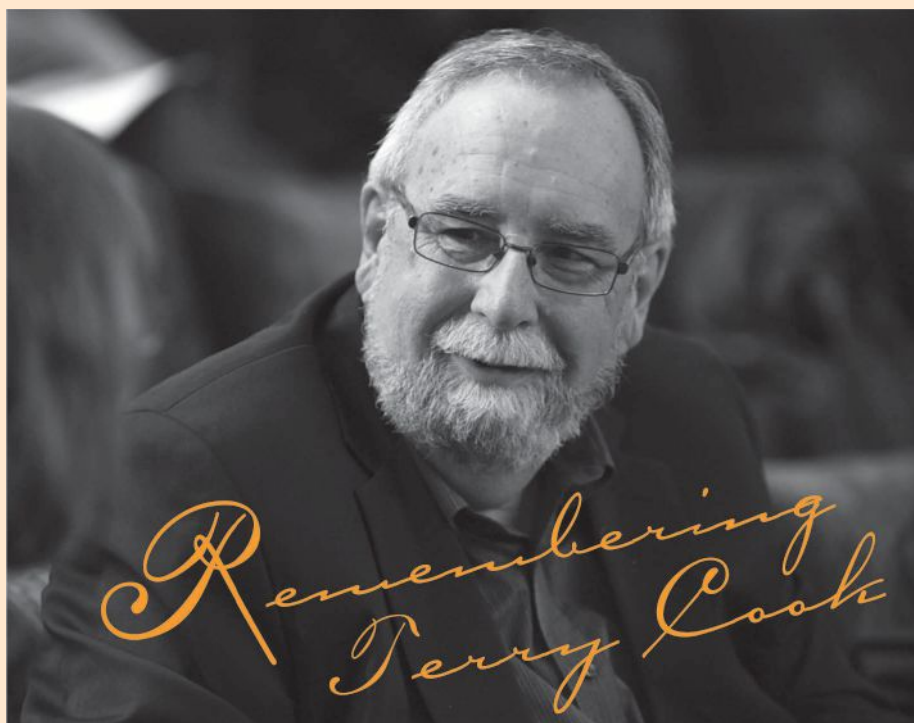


Archivists lost a leader and dear friend when Terry Cook passed away on May 12, 2014. Terry personified the best in our profession's aspirations, expertise, compassion, and curiosity. These qualities were always on display, in person and throughout his many pages of

publications, with a Canadian gentility that matched his stature in what one might call "the deluxe model." I consider myself very fortunate to have met Terry more than twenty years ago, when we both served on the SAA's Program Committee for the 1992 Annual Meeting in Montreal. I realized within a few hours of the committee's debating proposals that Terry was a smooth diplomat on behalf of the National Archives of Canada, as well as an intellectual and all-around fun guy.

Out of that fortuitous encounter evolved my close admiration of Terry's expansive reach and effect on archives and "archivistique" worldwide. He conducted workshops, led seminars, and delivered lectures in many countries on six continents. I was witness to Terry's keynote address at the 1996 International Congress on Archives in Beijing. It was there that he introduced his masterful analysis of the history of archival ideas since 1898, a presentation that led to publication in *Archivaria* and subsequent translations in at least ten languages.¹ It also led to his very welcomed return to China. I saw him treated like a rock star at Renmin University in Beijing just a few years ago. Students scrambled then to ask him questions in response to his talk on macroappraisal and functional analysis. In June they organized a memorial tribute.

For thirty-seven years, Terry taught in the postgraduate Archival Studies program at



Nancy Bartlett, Bentley Historical Library, University of Michigan

the University of Manitoba and worked at the Public (later National) Archives of Canada. Across his amazingly productive career, he published five books, some eighty articles on archival theory and strategy, and edited three scholarly journals in archives and history. His contributions have been recognized by many awards. In 2010, he was elected as a Fellow of the prestigious Royal Society of Canada, which is the highest recognition for scholars and scientists in all academic fields in Canada, and the first scholar of archival science to be so honored. He was also a Fellow of the Association of Canadian Archivists, Fellow of the Canadian Society of Office Automation Professionals, and Fellow of SAA.

Terry's history with SAA was substantial: member for thirty-four years; decade of service on *The American Archivist* Editorial Board; recipient of the 2002 Fellows' Ernst Posner Award for the best essay in *The American Archivist*; co-editor of *Imagining Archives: Essays and Reflections* by Hugh A. Taylor; editor of *Controlling the Past: Documenting Society and Institutions—Essays in Honor of Helen Willa Samuels*; and countless presentations at the annual meetings. In the spring he coauthored the article "The Sense of Wonder," which was featured in the *Archival Outlook* (March/April 2014).

Terry was often a visitor to the University of Michigan. He came to Ann Arbor just

over a year ago to take part in a two-day symposium on Visual Culture and Archives. He came not as a specialist in all matters visual, but rather at my invitation that he offer his larger perspective from a career devoted to the inclusiveness of contents and communities in the archival equation. (Inclusiveness was

a focus of one of his most recent articles, titled "Evidence, Memory, Identity, and Community: Four Shifting Archival Paradigms").² I knew Terry would ask questions more than offer answers in his giving a refined archival context to the important complexities of images and visual thinking. He and his co-presenter and close friend Joan M. Schwartz, premier scholar of photographic and cartographic archives, challenged and charmed their audience.³ Terry visited upon issues of appraisal, agency, the emotional and visceral, analog and digital, "the patterns and textures of meaning," and tensions and wonders of archives as "a trace of a trace of a trace."

Terry urged us all to move "wisely, creatively" through our work toward "new thinking and new ways of seeing." That visionary encouragement is a part of his legacy and gift to a world of colleagues. ■

Notes

¹ See Terry Cook, "What Is Past Is Prologue: A History of Archival Ideas since 1898, and the Future Paradigm Shift," *Archivaria* 43 (Spring 1997): 17–63.

² See Terry Cook, "Evidence, Memory, Identity, and Community: Four Shifting Archival Paradigms," *Archival Science* 13, 2–3 (June 2013): 95–120.

³ All content from the symposium, including Terry Cook's remarks at the beginning and end of the event, is viewable online at <http://bentley.umich.edu/general/symposiumvideo.php>.

Grant Develops Access to National Death Penalty Archive

The University at Albany Libraries' M.E. Grenander Department of Special Collections and Archives received a 2013 Cataloging Hidden Special Collections and Archives grant from the Council on Library and Information Resources for its project "Building New Access Tools for the National Death Penalty Archive" (<http://library.albany.edu/speccoll/ndpa.htm>). The \$119,900 grant will support an arrangement and description program that will enhance access and discoverability of research material in the archive, which has a mission to collect archival materials from individuals and national organizations that played substantive roles in the history of capital punishment.

University of Akron Digitizes Technical Reports

The University of Akron Archival Services announced the successful completion of a nine-month \$1,980 National Historical Publications and Records Commission (NHPRC) grant that was awarded in April 2013 through the Ohio Historical Records Advisory Board (OHRAB). The funding was used to digitize 153 technical reports from the Daniel Guggenheim Airship Institute for preservation purposes and to make available online. The reports, which document research in lighter-than-air flight, heavier-than-air flight, meteorology, aerodynamics, and G-force measurements, can be accessed at <http://cdm15960.contentdm.oclc.org/cdm/landingpage/collection/p15960coll3>. For more information about Archival Services and its collections, visit <http://www.uakron.edu/libraries/archives>.

NEA Announces Joint Venture with Yale University Library

New England Archivists is collaborating with the Yale University Library to establish the *Journal of Contemporary Archival Studies*. The journal's mission is to further awareness of issues and developments in the work of professional archivists, curators, and historians, as well as to serve as a locus for graduate students and professionals to contribute works of research and inquiry for peer review and publication. More information about the journal can be found at <http://elischolar.library.yale.edu/jcas/>.

“Quotable”

“Technology won’t stop evolving and influencing the production, description, preservation, dissemination, and utilization of the human record. It has evolved since the earliest recordkeeping, and it always will. Nor will scholarly trends and political currents stop shaping the centers of interest in those traces. In concert with these dynamics, archival ideas, vocabularies, best practices, standards, and even the curricula and pedagogies with which we prepare new generations of archivists and archival studies academics, of necessity and out of proactivity, will and must be considered dynamic in concept and in practice.”

—Anne Gilliland, *Conceptualizing 21st-Century Archives* (SAA, 2014)

Old Dominion Receives Notable Composer’s Papers

Composer John Duffy has donated his handwritten and published scores, journals and speeches, photographs, and awards to the Old Dominion University Libraries Diehn Composers Room. Duffy composed more than three hundred works for symphony orchestra, opera, theater, television, and film. Duffy’s notable theater scores for Broadway and Off-Broadway productions include *The Ginger Man*, *Macbird*, *Mother Courage*, *Playboy of the Western World*, and many Shakespeare plays. As founder and president of Meet the Composer, an organization dedicated to the creation, performance, and recording of music by American composers, Duffy initiated countless landmark programs to advance American music and aid composers.

Walter P. Reuther Library Expands Access to Oral Histories

Wayne State University’s Walter P. Reuther Library of Labor and Urban Affairs recently received a grant from the National Historical Publications and Records Commission (NHPRC) to facilitate the discovery and promotion of 1,660 oral histories of individuals directly involved in the labor, civil rights, and social justice movements, among other important historical developments. These stories bring a deeper understanding of the lives and work of such prominent national figures as Grace Lee Boggs and Cesar Chavez and organizations like the NAACP and the UAW. The NHPRC grant will allow Reuther archivists to work on descriptions that will make the oral histories easier for researchers to discover.

AROUND SAA

Conference Recordings to be Available on MP3

Extend your learning after the conference ends! Within thirty days of the end of *ARCHIVES * RECORDS: Ensuring Access*, you’ll have access—for a full twelve months—to all recorded sessions via MP3 files. (Based on speaker preference, not all presentations are being recorded. Check the session listings in the onsite and online programs for an indication of those that will not be recorded.) The recordings are available to conference registrants via the SAA Bookstore at <http://saa.archivists.org/store/archives-records-ensuring-access-conference-recordings-on-mp3/3945/> (Keyword: 2014 Conference) for \$29.99. Those who purchase the recordings will receive an email with a link and passcode as soon as the recordings are available.

Reviewers Wanted

The *American Archivist* Reviews Portal is home to numerous reviews on digital (and digitized) archival content, technologies, and related resources, including Today’s Document, Omeka, HistoryPin, and more. If you’re interested in contributing a review to the Reviews Portal, contact Reviews Portal Coordinator Alexandra Orchard at alexandra@wayne.edu.

Dan Johnson

As one of the five fellows in the Association of Research Libraries/SAA Mosaic Program, Dan Johnson will intern in the Special Collections Department at the University of Houston Libraries, where he will gain hands-on experience processing materials, preparing finding aids, staffing the desk in the reading room, and interacting with researchers. Read on for Johnson's take on the future of archives and the "fateful" visit that led him to the profession.

SAA: Why did you decide to pursue a career in archives?

DJ: My decision to pursue a career in archives can be traced to a fateful visit to the Michigan State University (MSU) Libraries. At the time, I was considering returning to school to follow my interest in comics and sequential art at a university that had embraced this nascent field. I knew some of the English faculty at MSU and was able to arrange a visit with Randy Scott, the assistant head of Special Collections. He took me through a tour of the back room of one of the largest comic book library collections in the nation. I was like a kid in a candy store. The more I asked, the more Scott seemed to know. Whether I was speaking of Dr. Wertham's anti-comic crusades that led to congressional hearings in the 1950s, the underground comix movement of the 1960s, the influx of British authors in the 1980s, or the political ramifications of South American newspaper comics, Scott had examples of primary materials to fuel our discussion. He was obviously knowledgeable about the holdings he curated, and it was evident that he had a passion for sequential art. It was that visit to MSU's Special Collections that made me realize there is a place in libraries

for archivists who specialize in collecting and making accessible sequential art material.

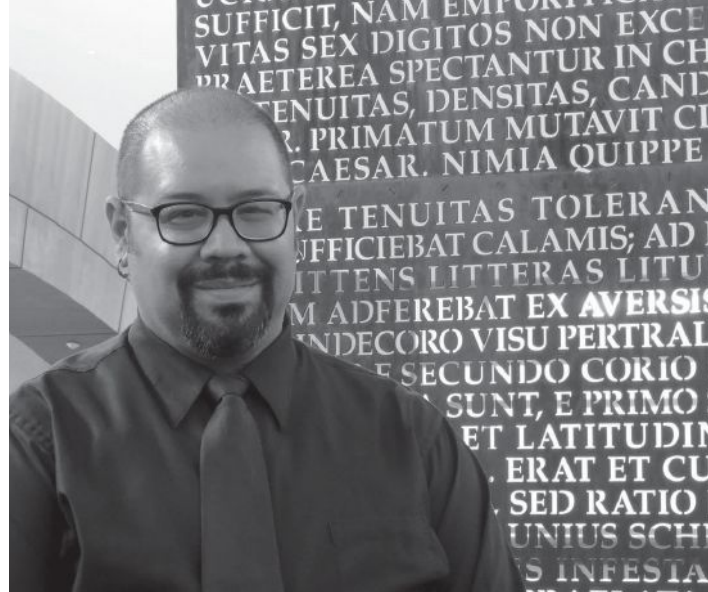
SAA: What do you hope to accomplish as a result of your participation in the ARL/SAA Mosaic Program?

DJ: I hope to be able to better prepare myself for an archivist position at an academic library that has significant holdings of popular culture materials. While I am especially interested in sequential arts materials, I would be happy to work with a variety of cultural artifacts. The internship will allow me the chance to put some of my graduate coursework material to practical use and will give me exposure to other facets of special collections. I hope this position will help me develop the necessary tools to become an archivist, work with special collections holdings, network with fellow professionals, and keep up with the latest trends and best practices in the field.

In the future, I hope all people will see themselves reflected in the varied types of materials and collections and will feel like their history is included in the record.

SAA: In your opinion, what's one step the archives profession can take to further attract diverse individuals to the workforce?

DJ: I think one of the most useful means of attracting diverse individuals is to offer internships, fellowships, and mentorship opportunities for members of underrepresented groups who are new to the field. Internships and fellowships give budding archivists the ability to work on projects above and beyond classroom work and better position themselves to break into the profession.



Dan Johnson

SAA: Thirty years from now, what do you hope peoples' perception of archives will be?

DJ: In the future, I hope all people will see themselves reflected in the varied types of materials and collections and will feel like their history is included in the record. I also hope there will be a stronger bridge between physical collections and digital collections.

SAA: As an archivist, how will you help to diversify collections and bring more awareness to underrepresented cultures?

DJ: I think my interests in sequential art and digital collections puts me in an interesting position of championing an underrepresented medium, while my experience as a first-generation immigrant has given me a perspective that constantly interrogates the interplay between cultures. Born in El Salvador but raised in the suburbs of Houston, Texas, I was raised with one foot in my country of origin and one foot in my adopted country. Immigrant children like me have an acute awareness of the tension between the pressure to assimilate and the pressure to honor and celebrate ethnic origins. I am reminded of the wonderful graphic novel by Gene Luen Yang, *American Born Chinese*, and its message of learning to accept your heritage as a gift and a valuable component of your identity. ■

ARCHIVES 2015

August 16–22, 2015 * Cleveland Convention Center * Cleveland, Ohio

CALL FOR SESSION PROPOSALS

And now for something a little different . . .

With a mandate from the Council and the membership at large to experiment with new ideas, SAA is shaking things up for its 79th Annual Meeting! The most obvious change is the venue itself: We will be meeting at the Cleveland Convention Center rather than in a traditional conference hotel. But changes in the program development process also are in the works. In addition to the current program model, for example, there will be an opportunity to address more time-sensitive topics via pop-up sessions that can be anything from spur-of-the-moment crowds brought together through social media to more deliberate gatherings of likeminded archivists with specific agendas. And to continue the trend begun in 2013, sessions will be shorter, less formal, and more interactive.

PROPOSAL EVALUATION

Session proposals are welcome on any aspect of archives management practices—local, national, and international—as well as their intersections with other professions and domains. Proposals will be evaluated on the strength of the 150-word abstract, the diversity of the speakers and their experiences, and the completeness of the proposal. Session proposals should incorporate one or more of the following:

- Inclusion of diverse or international perspectives and initiatives.
- Relevance to SAA members and other interested attendees.
- Interaction and engagement with session participants.
- Potential impact on archival practice.

There is no theme for ARCHIVES 2015, but an emphasis will be placed on sessions that reflect on the current state of the archival profession. Proposals related to archival advocacy will be given added consideration, as will sessions that explore new ways to grow the profession.

SESSION FORMATS

The Program Committee encourages submission of proposals that may include, but are not limited to, the following formats:

- **Traditional.** 75- or 60-minute session consisting of two or three fully prepared papers of 15 minutes each and a comment-and-discussion period. Please do not propose sessions of more than three presenters. A chair is not required for this format; chair duties may be performed by one of the speakers. Paper titles are required.
- **Incubator Session.** 60-minute session consisting of two presentations of 10 minutes each that describe project, research, or collaboration initiatives in their developing or formative stages, and including at least 40 minutes for audience feedback and discussion.
- **Special Focus Session.** 60-minute session designed to highlight innovative archives or records management programs, new techniques, and research projects. Audience participation is encouraged.

- **Panel Discussion.** 75- or 60-minute session consisting of a panel of 3 to 5 individuals discussing theories or perspectives on a given topic. Similar to the traditional model, the goal of a panel discussion is to have a more informal session with time for audience feedback. Presentation titles are not printed in the program. A moderator is required; a commentator is optional.
- **Poster Presentation.** Report in which information is summarized using brief written statements and graphic materials, such as photographs, charts, graphs, and/or diagrams mounted on poster board. Presenters will be assigned a specific time at which they must be with their poster to discuss it with attendees.
- **Lightning Talks.** Eight to eleven lively and informative 5-minute talks in a 60-minute Lightning Talk session format. The session chair secures commitments from speakers and compiles all presentation slides to ensure timely speaker transitions. Proposals in this category may suggest recommended presenters, and commitments should be secured soon after the proposal is accepted.
- **Alternative Format.** Don't feel confined by the prescribed formats—suggest an alternative format or create your own! Alternative format sessions may take a variety of forms. Examples include world café (<http://www.theworldcafe.com/method.html>) and fishbowl discussions ([http://en.wikipedia.org/wiki/Fishbowl_\(conversation\)](http://en.wikipedia.org/wiki/Fishbowl_(conversation))). Or you could go “old school” and propose a debate with opposing views and rebuttals. We welcome your creative ideas about how your topic might best be addressed! Proposals in this category must specify the format and session facilitator and briefly describe how the format will enhance presentation of the material and may suggest up to four presenters who will be involved in the session.

NEW FOR 2015: POP-UPS!

For the first time the Program Committee will set aside one hour on Thursday and Friday afternoons for impromptu interactive meetings. Pop-Up sessions might occur as a result of a lively blog discussion, an idea that came up in an earlier session, or an inspiration at lunch. Or Pop-Ups could be used by sections or roundtables for open discussions on hot topics. Sessions will be advertised on the fly via appropriate social media during the meeting. The use of Pop-Up rooms will be coordinated by the Program Committee at the conference site. However, proposals may also be submitted to the Program Committee prior to the meeting beginning in May 2015. **Do not use the Session Proposal Form for Pop-Ups.** Stay tuned for additional information on these sessions.

Your format choice will not affect the decision of the Program Committee. The Program Committee may, however, recommend that the proposed format be changed if it believes that a different format may better serve the session's desired audience.

REMINDER FOR PROPOSAL SUBMITTERS AND SESSION PARTICIPANTS

Archivists and records managers who participate in the program (including in Pop-Up sessions) must register and secure institutional or personal funding. Participants who are not archivists or records

ARCHIVES 2015

August 16–22, 2015 * Cleveland Convention Center * Cleveland, Ohio

CALL FOR CONTINUING EDUCATION PROPOSALS

managers, or who are from outside the United States and Canada, may be eligible for complimentary registration upon request. SAA cannot provide funding for speakers, whether they are international, non-archivists, non-records managers, members, or nonmembers.

Proposals for the 2015 Annual Meeting are due on October 8, 2014.

Please note that this is a firm deadline and the Program Committee will not consider proposals received after the deadline.

To submit a proposal (beginning August 1, 2014): Complete the online form at www.archivists.org/am2015.

For additional information, see "Instructions for Completing the Session Proposal Form" or contact 2015 Program Committee Co-chairs Carl Van Ness and Lynn Eaton at conference@archivists.org.

The Committee on Education invites proposals for half-day, one-day, or two-day DAS courses or other continuing education workshops and seminars. Proposals that are accepted may be offered at various locations around the country, including pre-conference offerings at the SAA Annual Meeting.

Proposals submitted by October 8, 2014, will be reviewed specifically for the preconference programs that will be held in Cleveland, Ohio, August 16–22, 2015.

Proposals should build on SAA's current continuing education curriculum at <http://www2.archivists.org/prof-education/course-catalog>.

Proposals may be developed with a specific group in mind or for the broader audience of all SAA members.

The Proposal Forms can be found at <http://www2.archivists.org/node/15636>. Questions? Contact education@archivists.org.

Preservation Metrics



Illuminance . Ultra-Violet . Temperature . Humidity



TR-74Ui
USB Version

Plus . . .
Total Accumulated Exposure!



RTR-574
Wireless

4 in 1 Data Logger
from **TANDD**

*Wireless Version
Now Available!*

TandD US, LLC.

Email: inquiries@tandd.com Ph: (518) 669-9227 www.tandd.com



FROM THE ARCHIVIST OF THE UNITED STATES

David S. Ferriero

National Archives and Records Administration
david.ferriero@nara.gov

Scanning the Past to Make Access Happen

The National Archives' commitment to open government is clear in our mission:

We drive openness, cultivate public participation, and strengthen our nation's democracy through public access to high-value records. In the twenty-first century, access means digital access. For many, if a record isn't online, it simply doesn't exist.

In our Open Government Plan for 2014–2016, our Flagship Initiative, “Innovate to Make Access Happen,” describes our digitization, description, and online access efforts for the next two years. “Make Access Happen” is one of our four goals in our new Strategic Plan for 2014 to 2018. To make access happen, we will establish stronger roots to increase the number of records we digitize and strengthen the core systems that serve as our platforms for online access: the agency's Online Public Access Catalog and *Archives.gov*. With substantial roots

and a strong core, we can branch out in innovative ways through engagement and collaboration so that the public can make greater use of National Archives records.

The components of this plan's Flagship Initiative are led by the new Office of Innovation, which is the focal point for innovation across the agency and works to strengthen engagement and collaboration among staff, stakeholders, and the public.

We have recently established a digitization governance board that is charged with updating the agency's digitization strategy. NARA will develop a program to support the strategic initiative to digitize our analog archival records. We are also exploring new ways to expand our successful digitization partnerships.

Earlier this spring, we launched a new internal description system. Staff members working on description projects at NARA are

entering all descriptive metadata into the new system.

NARA also plans to launch an improved Online Public Access system later this year, with improved search and scalability, a public API, and crowdsourcing fields so citizen archivists can contribute to the online catalog.

In the next two years, I want NARA to become a leader in innovation. We will launch a new Innovation Hub, an experimental unit that will be responsible for developing new ideas and tools that will enhance digital access and archival research.

NARA will sponsor two fellows during the third round of the Presidential Innovation Fellows program in 2014. The fellows will lead open development of crowdsourcing tools that will help unlock data and

Continued on page 28 >>



HOLLINGER METAL EDGE

Archival Storage Materials

**We Care About Our Quality. We Care About Our Service!
We Care About Your Professional Needs.**



The Quality Source

hollingermetalede.com 1-800-862-2228/1-800-634-0491

Digital Preservation *and* Public Access in One System



With Preservica you can now actively preserve *and* share your valuable digital content, collections and records - all from one system.

www.preservica.com

Meet us at Archives★Records 2014 Booth 303

Preservica
Digital Preservation

Crossing Borders continued from page 3

The theme of “Crossing Borders” also takes into account globalization. Although many countries have a unique archival tradition and theory, sharing those traditions can allow us as activists to look more closely at how we practice our profession. This year, the conference remained focused on the Pacific Northwest, a relatively small geographical area. Hopefully, over time it will continue to grow and expand to incorporate more regions and promote greater cross-border cooperation and discussion.

The First Annual Canadian-American Archives Conference did what we hoped for and more. It gave our programs outreach opportunities and started discussions about cooperation and cross-border thinking.

Outreach for Academic Programs

Beyond promoting the theme of cooperation, I’m proud of my fellow students who helped make this conference a reality. On a small budget and with a lot of determination, we pulled together and created an event centered on themes pertinent to us and our profession. This conference also provided an opportunity for outreach for our academic programs, as it attracted undergraduate students in the Canadian-American Studies Program who knew little about archives, as well as students studying archives who perhaps hadn’t considered cross-border issues.

* * *

The First Annual Canadian-American Archives Conference did what we hoped for and more. It gave our programs outreach opportunities and started discussions about cooperation and cross-border thinking. Our speakers covered a range of issues and topics that fit together in remarkable and interesting ways. I can only hope that in future years the program will continue to expand and improve beyond our wishful thinking. ■

Bit by Bit continued from page 7

presentation and live demos helped us move from born-digital accessioning and processing as a theoretical concept to a tangible process that we could all do with ease.

—Rebecca Russell, Woodson
Research Center, Rice University

Austin

- I attended the BitCurator workshop with the goal of returning to the Wittliff Collections with procedures for accessioning born-digital materials. Olsen’s hands-on method of instruction gave me the tools I needed. He walked me through the steps of setting up BitCurator on a virtual machine and creating a shared folder that I could access through both the BitCurator interface and through the computer I was working on. BitCurator created a forensic disk image of a 3.5-inch floppy disk that will now serve as the preservation copy of the data contained on the original obsolete media. Success!

—Lauren Goodley, Wittliff Collections
at Texas State University

- At the Austin History Center we do not (yet) have a digital archivist on staff and have limited resources for implementing a digital archives program. However, as the city’s official archive, we need to be able to receive and process electronic records despite our staffing and budgetary shortcomings. The hands-on approach of

this workshop was really valuable to me as it made the processes involved with born-digital ingest very clear and easy to grasp. I walked away from this workshop with a lot of new knowledge that I can share with my coworkers and with confidence about how to implement the beginnings of digital archives program.

—Nicole Davis, Austin History Center

- At the Harry Ransom Center, we have worked closely with the Bitcurator team since the project’s inception. This summer Nicole Marquis, supervised by born-digital archivist Lisa Snider, will be focusing her Capstone project on how we can incorporate Bitcurator into our new preservation workflow. The workshop allowed Marquis to explore the program in great depth and see how it worked with 3.5-inch and 5.25-inch floppy machines. Snider was able to focus on email redaction, and got a chance to play with the SuperCard Pro, a device similar to the FC5025 and Kryoflux. This workshop was hands on, theoretical, and a lot of fun.

—Lisa Snider, Harry Ransom Center

* * *

Overall, BitCurator’s Texas Tour was a success. We gained valuable information to help us effectively take on the ever-challenging task of acquiring and preserving born-digital materials. ■

Scanning the Past to Make Access Happen continued from page 26

information from records formats and allow the public to easily contribute to the records.

Over the next two years, we will work to increase the number of National Archives records available on Wikimedia Commons, continue our work to engage local communities of volunteer Wikipedians with onsite events, and collaborate on the development of the GLAM (Galleries,

Libraries, Archives, and Museums)-Wiki U.S. Consortium. In 2013 alone, 4,000 digital copies of our records that were included in Wikipedia articles garnered more than 1.3 billion views. That is unprecedented access to our records.

We have a great deal of work ahead. But as you can see, digitizing the historical records of the federal government—scanning the past—is foundational to making twenty-first-century access happen. ■

From Print to Bits continued from page 5

including the creator, source, copyright information, attribution statement, and keywords, which are taken from the Library of Congress Subject Headings database; then, item-level metadata is added, including a title and, if available, date created, identifier, and description.

Third, the metadata librarian then uses Adobe Photoshop's image processor to create JPEG copies of the photographs. The metadata is then embedded into the photos, ensuring that all available contextual material will remain with the photographs as users discover them, whether on the NDA or elsewhere. The metadata will remain within the photos no matter where they are located. The metadata then goes through another quality control process to ensure accuracy, and the photos are uploaded by collection to the NDA, where they are available to the public.

The last step of the process is to create a finding aid for each collection. The collections are small and described at the item level within CONTENTdm, and at a basic collection level in the library's online catalog. The finding aids add contextual information in an easily downloadable format (PDF), but do not preclude using the images on their own. Because the work involved in writing the finding aid is a separate workflow, these are not necessarily completed in the same timeframe as the digitization and upload processes.

Documentation of the project's processes (including scripts and XSLT transformations in a zipped file) can be found at the Information Services Office's website, the NIST Virtual Library (NVL), at <http://nvlpubs.nist.gov/nistpubs/documentation/ProcessingPhotoCollectionsForPublic.zip>.

Tools, Tips, and Tricks Learned Along the Way

- Automate where possible. Letting a computer perform bulk transformations and complex data manipulation is much more resource effective than doing each by hand.
- Ask for help! Listservs like Code4Lib and XML4Lib are great resources, even if you are inexperienced at scripting and coding.



National Geographic and NBS jointly sponsored an expedition to the Kazak region of Russia (then USSR) to observe the solar eclipse of June 1936. *Courtesy of the National Institute of Standards and Technology.*

- Start with small collections that already have some written descriptive information. If you don't have any, think about creating a small collection and crowdsourcing to obtain rich descriptions.
- Make metadata templates in Adobe Bridge before you begin the process of describing your images. It makes more sense to apply the collection-level information to all the images at once and then add more fields rather than repeatedly cutting and pasting.
- Use the Tools → Photoshop → Image Processor button in Adobe Bridge to quickly batch transform images from archival TIFFs to access JPEGs.
- The open source and free product ExifTool uses either the command line or a graphical user interface to extract, add, or change metadata embedded in nearly any type of file format. It was designed for use with EXIF metadata fields, but works just as easily with XMP, DC, PDF, and Photoshop fields. ISO uses this tool to pull XML records about each image file.
- Once XML files are produced they can be transformed into any format needed for upload to a digital repository. In this case, ISO uses CONTENTdm so the XML is transformed into a tab-delimited text file.

Next Steps

ISO's photo digitization project is ongoing. The team started with the most-requested

collections in the first stage of the project, and the second stage will be comprised of collections that are used less frequently. Digitizing the less frequently requested photographs should increase their visibility and use. Simultaneously, ISO will be enriching the metadata and the finding aids already on the NDA.

To increase awareness of the digitized photograph collections within NIST, ISO periodically announces their availability in the news section of the internal NIST website and the NVL. ISO also highlights specific photos from the collections on the homepage of the external NVL (www.nist.gov/nvl). Beginning in 2014, ISO will be adding selected collections to Wikimedia Commons. ISO will monitor and report on the use of the collections, which are essential aspects of determining and demonstrating the value of the investment in the project.

The work continues, but it has been a rewarding project for NIST and ISO. We hope digitization will give more researchers and the public better access to NIST's inspiring and impactful work. ■

Notes

- ¹ Certain commercial products are identified in this article to specify the procedures adequately. Such identification is not intended to imply recommendation or endorsement by the National Institute of Standards and Technology, nor is it intended to imply that the products identified are necessarily the best available for the purpose.

Going Digital continued from page 6

covering topics such as documenting the record, societal roles of cultural institutions, assembling “a fair and representative record of our society,” and reaching out to underrepresented groups. In the 1977 *Georgia Archive*, Gregory A. Stiverson wrote, “I am convinced that no self-proclaimed activist archivist will ever attract much notice except from members of our own profession, and further, that even if we banded together as a profession and issued an activist manifesto, it would not alter the course of American history in the slightest.”⁴ Today, there are numerous examples that contradict his argument.

There is no end to the topics covered in these journals. Sometimes it's the titles that are the most intriguing:

- “The Archival Briar Patch” (GA 2:2)

- “Peanut Butter and Spilt Milk: A New Look at Collecting” (GA 3:1)
- “On Booknapping and Other Headaches” (GA 4:1)
- “Taking the Man out of Manuscripts” (GA 4:1)
- “Waste Not, Want Not: The Dyer Marion ‘Ichabod’ Reynolds Circus Collection” (P 2:2)
- “The Paperless Office: Hope for the Future or a Grand Illusion?” (P 6:2)
- “Sunshine State Showpieces: Alligator-Skin Bindings in the Florida Archives” (P 6:2)
- “Personality Types of Archivists” (P 14)

And who wouldn't be enticed to read an article titled “Finding Aids are Like Streakers” (GA 4:1)?

* * *

Thank you to all the authors, editors, board members, reviewers, and others who contributed to the journals over the years and everyone who helped make the completion of this project possible. Within six weeks after I sent the announcement to various listservs, there were more than 5,500 downloads of articles/issues! I was thrilled to see such high interest, and I know that both *Provenance* and *Georgia Archive* will be instrumental in future education and scholarship, which really is something to shout about. ■

Notes

¹ Linda Matthews, “Bringing Provenance to a Wider Audience,” *Provenance* 20 (2002): 18.

² *Ibid.*, 15.

³ Glen McAninch, “Bit by Bit: Microcomputer Applications by Archivists in Four Southeastern States,” *Provenance* 2 no. 1 (1984): 32.

⁴ Gregory A. Stiverson, “The Activist Archivist: A Conservative View,” *Georgia Archive* 5 no. 1 (Winter 1977): 4.

Better Together continued from page 8

- Northwest Archivists, Inc.: Josh Zimmerman (2013–2014)
- Society of Rocky Mountain Archivists: Tim Hawkins (2013–2016)
- Society of Southwest Archivists: Amanda Focke (2013–2015)

Statewide

- Association of Hawaii Archivists: Gina Vergara-Bautista (2013–2014)
- Consortium of Iowa Archivists: Karen Mason (2013–2015)
- Kentucky Council on Archives: Anne Ryckbost (2013–2014)
- Louisiana Archives and Manuscripts Association: Michelle Riggs (2013–2015)
- Maine Archives and Museums: Jessica Skwire Routhier (2013–2014)
- Michigan Archival Association: Kristen Chinery (2013–2016)
- New Hampshire Archives Group: Brian Burford (2013–2015)
- New York Archives Conference: Barb Morley (2013–2014)
- Society of Alabama Archivists: Lyn Frasier (2013–2015)

- Society of California Archivists: James Eason (2013–2014)
- Society of Florida Archivists: Tomaro Taylor (2013–2015)
- Society of Georgia Archivists: Lynette Stoudt (2013–2015)
- Society of Indiana Archivists: Anne Thomason (2013–2014)
- Society of Mississippi Archivists: Jennifer Brannock (2013–2016)
- Society of North Carolina Archivists: Rebecca Petersen (2013–2015)
- Society of Ohio Archivists: Judith Wiener (2013–2014)
- Society of Tennessee Archivists: Kathleen Smith (2013–2015)
- South Carolina Archival Association: Beth Bilderback (2013–2014)

Local (City or Regional within a State)

- Archivists of Central Texas: Daniel Alonzo (2013–2016)
- Archivists of the Houston Area: Lee Pecht (2013–2015)
- Archivists Round Table of Metropolitan New York, Inc.: Rachel Chatalbash (2013–2016)
- Association of St. Louis Area Archivists: Philip Skroska (2013–2015)

- Capital Area Archivists of New York: Michael Martin (2013–2014)
- Central Oklahoma Archivists League: Jennifer Day (2013–2015)
- Charleston Archives, Libraries and Museum Council: Kathleen Gray (2013–2014)
- Chicago Area Archivists: Jessica Farrell (2013–2015)
- Cleveland Archival Roundtable: Susan Miller (2013–2014)
- Delaware Valley Archivists Group: Leslie O'Neill (2013–2015)
- Greater New Orleans Archivists: Rachel Lyons (2013–2014)
- Kansas City Area Archivists: Marcella Wiget (2013–2015)
- Metro Detroit Archivists League: Casey Westerman (2013–2015)
- Miami Valley Archives Roundtable: Lisa Rickey (2013–2015)
- Saint Louis Area Religious Archivists: David Miros (2013–2014)
- Seattle Area Archivists: Carol Shenk (2013–2014)
- Southeastern Wisconsin Archives Group: Brad Houston (2013–2015)
- Twin Cities Archives Round Table: Jennifer Johnson (2013–2014) ■

Human Rights Archiving continued from page 11

organizations, and HRDI then works with these partners to determine appropriate modes of access for the digital surrogates.

A guiding principle of HRDI's implementation of the postcustodial model is that record creators are experts on their own records. The traditional collection model disempowers record-creating communities by taking their materials away from their oversight and expertise. In a postcustodial model, organizations are responsible for the arrangement and description of their materials. This is often necessary on a practical level, as in-depth description of materials often requires language skillsets and subject expertise not easily found within UTL.

More importantly, however, local description and arrangement practices help build preservation capacity and promote the organization's ownership of its historical materials. Ideally the work resulting from postcustodial collaborations serves the partner organizations' programming needs, meets established standards for preservation, and serves as a valuable primary resource for teaching, research, and advocacy.

Challenges with the Postcustodial Model

The postcustodial model helps overcome significant barriers to preservation. Even so, HRDI has encountered certain challenges around privacy and access as well as scalability and sustainability.

Balancing archival access, which is typically expected of public university archival collections, with the privacy and safety of individuals and communities documented can present a complex challenge. Many collections must be wholly or partially restricted to help protect the physical safety of those documented; however, most access platforms for digital audiovisual objects do not enable fine-grained privacy and access control.

Additional privacy concerns also arise when archival institutions author materials to promote partner collaborations and collections (for example, press releases or

finding aids). To address this concern, HRDI archivists rely on partner organizations to articulate and dictate privacy and access restrictions, and we share any written materials with partner organizations before they are made public. We then work closely with partners to devise access solutions that do not compromise safety.

These solutions include creating specific access points for partner organizations and the general public, restricting access to materials to in-person patrons as opposed to making materials publicly accessible online, and experimenting with technology that can anonymize subjects. By respecting partners' privacy and access requirements, HRDI is able to build and maintain the trust that is necessary for the success of the partnerships.

In addition to building and maintaining trust, the success of postcustodial partnerships also necessitates the ongoing commitment and support at all levels of the partnering archival institution. Postcustodial partnerships are long-term relationships, and archival institutions must commit resources to travel to partner organizations to build rapport and provide training and oftentimes equipment; ship materials between organizations; and store, process, and provide access to ongoing accruals.

Therefore, archives must be able to justify to resource allocators why investing in these resources is beneficial to their institutions. At a university, this often means being able to tie the archival resources to the research and teaching activities of the faculty and students. This justification can significantly affect the extent to which university-based archives can leverage funding to further the use of postcustodial collections in the classroom, external outreach, and faculty research.

Despite these ongoing challenges within postcustodial partnerships, the HRDI has learned that our partner organizations would not have worked with us had it not been for the postcustodial archival model and the ability to maintain physical custody and intellectual control over their materials.

Postcustodial Possibilities

The postcustodial model provides obvious advantages within the realm of human

rights archiving; it also can be implemented in other archival contexts. Drawing on the successes of HRDI, the University of Texas will continue expanding its use of the postcustodial model through its ongoing "Primeros Libros"⁷ project and the recently received Mellon Foundation planning grant, "Postcustodial Archival Development and Digital Scholarship: Learning from Latin America," for which it will launch three postcustodial pilot projects with partners in Central America.⁸

The postcustodial model is not prescriptive. It will be most successful when considered as a framework for relationship building and decision making and tailored to a partner's needs rather than as a strict formula that can be applied uniformly. Through creative and collaborative experimentation with and application of the postcustodial theory across diverse archival contexts, archivists will be better equipped to fulfill their responsibility to preserve and provide access to the historical record. ■

Notes

- ¹ "Postcustodial theory of archives," Society of American Archivists, *Glossary of Archival and Records Terminology*, <http://www2.archivists.org/glossary/terms/p/postcustodial-theory-of-archives>.
- ² The earliest reference that I have found for postcustodial archiving is Gerald Ham's 1981 *The American Archivist* article "Archival Strategies for the Post-custodial Era," Vol. 44, No. 3, Summer 1981.
- ³ For more information on the University of Texas Libraries Human Rights Documentation Initiative, see www.lib.utexas.edu/hrdi.
- ⁴ William Ferroggiaro, ed., "The US and the Genocide in Rwanda 1994: Evidence of Inaction," (Washington DC: National Security Archive, 2001), <http://www2.gwu.edu/~nsarchiv/NSAEBB/NSAEBB53/index.html>.
- ⁵ Kate Doyle and Carlos Osorio, "U.S. Policy in Guatemala, 1966–1996," (Washington DC: National Security Archive, no date), <http://www2.gwu.edu/~nsarchiv/NSAEBB/NSAEBB11/docs/>.
- ⁶ National Security Archive, "El Salvador: The Making of U.S. Policy, 1977–1984," Digital National Security Archive, ProQuest.
- ⁷ The Primeros Libros project (www.primeroslibros.org) is a collaboration between the Benson Latin American Collection and fifteen institutions in the U.S. and Mexico to digitize and provide open online access to the first printed books in the New World.
- ⁸ For more information, see <http://www.lib.utexas.edu/benson/announcements/lilas-benson-latin-american-studies-and-collections-receives-mellon-foundation>.



FROM THE EXECUTIVE DIRECTOR

Nancy P. Beaumont

nbeaumont@archivists.org

Goal 3: Advancing the Field

Every professional association is—or should be!—in the business of advancing the profession it serves. That concept is woven throughout SAA's Strategic Plan 2014–2018,¹ but a specific subset of ideas is captured in **Goal 3: Advancing the Field**. The goal statement is: “Professional knowledge expands to keep pace with an increasingly diverse archival record.”

To that end, SAA will:

Identify the need for new standards, guidelines, and best practices and lead or participate in their development.

SAA's very active Standards Committee (and its several technical subcommittees) have a distinguished record of initiating and facilitating standards development and providing review and comment (based on broadly solicited member comment) on standards that are relevant to archival theory and practice. It was instrumental in developing the Standards Portal² on SAA's website, and the tasks assigned to it in the Strategic Plan include:

- Promoting member awareness of the portal and processes for developing, reviewing, endorsing, and/or including new standards, guidelines, and best practices
- Encouraging component groups (committees, sections, and roundtables) and members to identify needs and gaps for standards development and to contribute “related resources” to the portal
- Consulting broadly to determine areas in which standards, guidelines, and best practices are most needed by practicing archivists
- Ensuring that the portal documents the relationships among archival standards and those of related professions

Up next: The committee soon will make recommendations to the Council regarding *EAD3* and *Best Practices for Volunteers*.

Foster and disseminate research in and about the field.

Activities associated with this strategy include:

- Encouraging member engagement with published research with hosted discussion groups both online and at the Annual Meeting. At the 2010, 2012, and 2013 Annual Meetings the *American Archivist* Editorial Board sponsored lively brown bag lunch discussion groups that explored a forthcoming and provocative journal article. Contact AmericanArchivist@archivists.org if you're interested in “reading ahead” and participating in a discussion group at *ARCHIVES*RECORDS 2014*.
- Increasing participation by Annual Meeting presenters in posting their materials (abstracts, posters, slides, full papers) on the conference website. Be sure to encourage your presenter-colleagues at the 2014 Joint Annual Meeting to submit their materials!
- Recording and distributing via the website and other mediums those Annual Meeting presentations that are most likely to engage members in conversation about practical and theoretical research. Research Forum organizers Nancy McGovern and Helen Tibbo have made great strides in this area since 2007 by adding Research Forum materials to SAA's collection of online Proceedings.³

Participate actively in relevant partnerships and collaborations to enhance professional knowledge.

Activities in the coming year will focus on coordination with the new Regional

Archival Associations Consortium⁴ and with individual regional organizations as appropriate, and working through the Joint Committee on Archives, Libraries, and Museums to seek out collaborations with library and museum organizations.

Comments or questions about SAA's Strategic Plan in general or Goal 3 specifically? Contact me at nbeaumont@archivists.org. If I can't answer your question, I'll connect you with someone who can! ■

Notes

¹ <http://www2.archivists.org/governance/strategic-plan/2014-2018>. See the “Key Performance Indicators” for an idea of what progress toward Goal 3 will look like.

² <http://www2.archivists.org/standards>. SAA's Standards Portal is designed to educate the archives community about the value and role of standards, enhance the application of standards to practice, and facilitate successful partnerships with related information standards organizations with mutual concerns and interests. The Standards Committee hopes to establish a comprehensive clearinghouse that includes contextual information to assist archivists and allied professionals in moving SAA's (and other external) standards from theory into practice.

³ <http://www2.archivists.org/proceedings/research-forum>. SAA launched the Research Forum in 2007 to provide an opportunity to discuss and share information about research initiatives with relevance for archives and records management. Researchers, practitioners, educators, students, and the curious across all sectors of archives and records management are welcome to participate.

⁴ <http://www2.archivists.org/groups/regional-archival-associations-consortium-raac>. RAAC “serves as a formal entity for fostering collaboration among the Regionals, and between the Regionals and SAA. It offers formal channels to coordinate efforts intrastate, interstate, and with SAA which facilitate streamlining actions, reducing costs, and increasing services to archivists around the nation. Such efforts include but are not limited to advocacy, public awareness, education, disaster planning/recovery, and grant development.” See page 8 in this issue of *Archival Outlook* for more on RAAC.

Respect for Film



How do you **define quality**?

In archival scanning, it's a combination of care, experience, and superior technology.

That's why, at Reflex Technologies, we have more than 100 years of film and digital experience on staff. And that's why we designed our unique Reflex scanner with input from cinematographers, archivists, colorists, and other filmmakers.

It took five years to build. We have six patents pending on the technology inside.

No other scanner is more versatile. Or is kinder to film.

We take extraordinary care with every part of the process. The uncompressed AVI and DPX files we provide on hard drives are as faithful to film as possible.

And we produce viewing copies – in virtually every file format available – on the superior JVC media, which meet rigorous ISO standards for longevity and for minimized risk of technological obsolescence.

We can handle all aspects of the digital transfer process to make your films of yesterday useful and accessible for tomorrow.

And we do it with quality.

reflex
ARCHIVAL SCANNING
Respect for Film

For more information, visit: www.reflextechnologies.com or call 818-859-7770

Visit us in
Booth 302
at the
Conference!

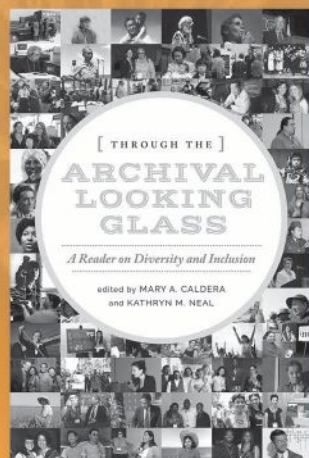


17 North State Street, Suite 1425
Chicago, IL 60602-3315 USA

PRSRT STD
U.S. POSTAGE
PAID
CHICAGO, IL
Permit No. 8737

Explore. Learn. Inspire.

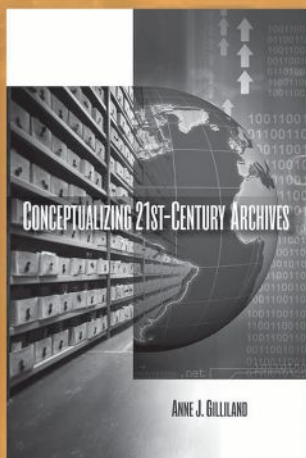
IMAGINE NEW POSSIBILITIES WITH SAA BOOKS.



Through the Archival Looking Glass: A Reader on Diversity and Inclusion

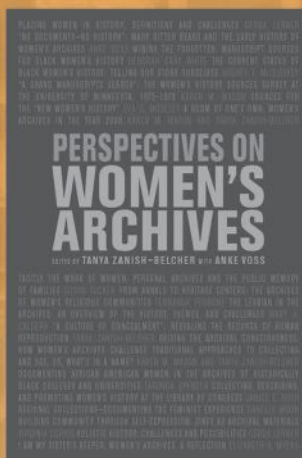
Edited by Mary A. Caldera
and Kathryn M. Neal

2014 | 320 pp. |
\$69.95 (SAA \$49.95)



Conceptualizing 21st-Century Archives

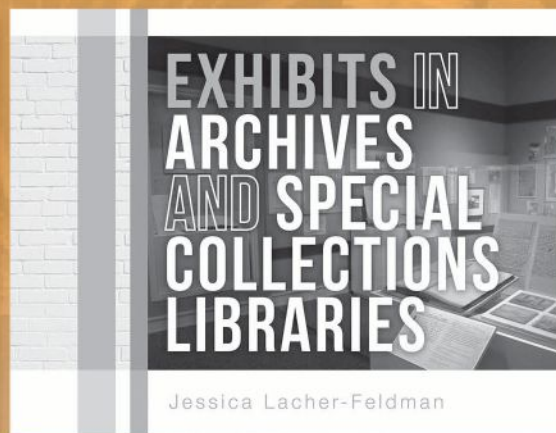
Anne J. Gilliland
2014 | 336 pp. |
\$69.95 (SAA \$49.95)



Perspectives on Women's Archives

Edited by Tanya Zanish-
Belcher with Anke Voss

2013 | 488 pp. |
\$69.95 (SAA \$49.95)



Exhibits in Archives and Special Collections Libraries

Jessica Lacher-Feldman

2013 | 208 pp. | \$69.95 (SAA \$49.95)



Browse and buy archives titles at
www.archivists.org/bookstore